A3354-1 U 10/85

1985

SALARY SURVEY

SALARY DATA FOR THE UNITED STATES AND CANADA FOR 15 JOB TITLES IN INFORMATION/WORD PROCESSING AND ADMINISTRATIVE SUPPORT.

AISP ASSOCIATION OF INFORMATION SYSTEMS PROFESSIONALS

AISP EXECUTIVE BOARD

PRESIDENT
Estella M. Brown
Irell & Manella
Los Angeles, CA

VICE PRESIDENT
Bonnie G. Kline
General Telephone Co. of Florida
Tampa, FL

DIRECTOR
Claudia Bryan
Fluor Engineers, Inc.
Houston, TX

DIRECTOR
Carla A. Flores
Public Service Co. of New Mexico
Albuquerque, NM

DIRECTOR
Gwen K. George
U.S. Naval Sea Systems Command
Washington, DC

DIRECTOR
Carolyn R. Giovannini
New Jersey State Dept. of Community Affairs
Trenton, NJ

DIRECTOR
Ralph K. Harrison
Shea & Gould
New York, NY

DIRECTOR
Barbara MacVicar
Dept. of External Affairs Canada
Ottawa, ON

DIRECTOR
Joseph R. Nixon
Commonwealth of Pennsylvania
Harrisburg, PA

DIRECTOR
W. Gerald Norton
Eastman Kodak Co.
Rochester, NY

IMMEDIATE PAST PRESIDENT
Danny W. Murphy
City of Phoenix
Phoenix, AZ

EXECUTIVE DIRECTOR
Lorraine M. Lear
AISP
Willow Grove, PA 19090

ABOUT AISP

The Association of Information Systems Professionals (AISP) is the leading membership organization in office automation. Thousands of members worldwide design, implement, manage and use information systems and related products and services. Members are part of a network used to communicate and share ideas, as well as serve individual needs and interests, on local, national and international levels. AISP has more than 100 chapters in the United States and Canada that meet monthly. To help its members develop professionally, AISP publishes a spectrum of authoritative periodicals, reference books, survey reports and research monographs. Syntopican is AISP's annual convention.

1985
SALARY SURVEY RESULTS

In U.S.: 15 information/word processing positions • 17,986 employees • 1,764 companies
In Canada: 15 information/word processing positions • 1,627 employees • 205 companies

PRICES:
U.S. $60 ; $35 to AISP members
Canada $75 ; $45 to AISP members

© 1985 Association of Information Systems Professionals
1015 North York Road
Willow Grove, PA 19090
215-657-6300

NO PORTION OF THIS BOOKLET MAY BE COPIED, DUPLICATED OR REPRINTED
WITHOUT THE WRITTEN PERMISSION OF THE
ASSOCIATION OF INFORMATION SYSTEMS PROFESSIONALS

TABLE OF CONTENTS

AISP Executive Board.....inside front cover
Analysis of Survey.....3
Salary Increases.....3
Use of Survey.....3
Data Tables.....3
Salary Ranges.....3
Job Titles and Descriptions.....4
Sample Questionnaire.....6
Survey Map.....7

Survey Results:

Total United States.....8

U.S. Zip Code Regions:

0 - Maine, Connecticut, Vermont, New Hampshire, Massachusetts, New Jersey, Rhode Island.....9
1 - Pennsylvania, New York, Delaware.....10
2 - Washington DC, North Carolina, Virginia, West Virginia, Maryland.....11
3 - Tennessee, Mississippi, Alabama, Georgia, Florida.....12
4 - Michigan, Indiana, Ohio, Kentucky.....13
5 - Montana, North Dakota, South Dakota, Wisconsin, Iowa, Minnesota.....14
6 - Illinois, Nebraska, Kansas, Missouri.....15
7 - Arkansas, Texas, Oklahoma, Louisiana.....16
8 - Idaho, Nevada, Wyoming, Utah, Colorado, New Mexico, Arizona.....17
9 - California, Washington, Oregon, Hawaii.....18

U.S. Metropolitan Areas:

Atlanta.....19
Baltimore.....20
Boston.....21
Buffalo.....22
Central Florida.....23
Central Pennsylvania.....24
Chicago.....25
Columbus.....26
Dallas/Fort Worth.....27
Denver.....28
Detroit.....29
Gold Coast.....30
Hartford/Springfield.....31
Houston.....32
Indianapolis.....33
Kansas City Metro.....34
Lansing/Grand Rapids.....35
Lincoln/Omaha.....36
Los Angeles.....37
Metro St. Louis.....38
Minneapolis/St. Paul.....39
Morristown/Trenton.....40
Newark/Passaic.....41
New York Metro.....42
Oakland/San Francisco.....43
Orange County.....44
Philadelphia.....45
Phoenix.....46
Pittsburgh.....47
Portland.....48
Rochester/Syracuse.....49
San Diego.....50
Santa Monica.....51
Tampa.....52
Washington, DC.....53
Winston-Salem/Greensboro/High Point.....54
Non-Metropolitan.....55

Total Canada.....56

Canadian Metropolitan Areas:

Calgary.....57
Montreal.....58
Ottawa.....59
Toronto.....60
Winnipeg.....61
Non-Metropolitan.....62

U.S. Industries:

Aerospace Industry.....63
Chemical/Allied Products.....64
Food/Tobacco.....65
Instruments.....66
Machinery.....67
Paper/Paper Products.....68
Petroleum/Coal/Rubber.....69
Printing/Publishing.....70
Textile/Apparel.....71
Transportation.....72
Information Systems/Products Manufacturing/Sales.....73
Other Manufacturing.....74
Agriculture/Forestry.....75
Education.....76
Federal Government.....77
State Government.....78
Local Government.....79
Insurance.....80
Investment/Banking/Credit Agencies.....81
Construction.....82
Legal Services.....83
Medical Care.....84
Association.....85
Other Professional Services.....86
Public Utilities.....87
Retail/Wholesale/Import/Export.....88
Research Engineering.....89
Information Management.....90
Information Service Bureau.....91
Other Non-Manufacturing.....92

Canadian Industries:

Aerospace Industry.....93
Chemical/Allied Products.....94
Food/Tobacco.....95
Machinery.....96
Petroleum/Coal/Rubber.....97
Printing/Publishing.....98
Transportation.....99
Information Systems/Products Manufacturing/Sales.....100
Other Manufacturing.....101
Education.....102
Federal Government.....103
Provincial Government.....104
Local Government.....105
Insurance.....106
Investment/Banking/Credit Agencies.....107
Legal Services.....108
Association.....109
Other Professional Services.....110
Public Utilities.....111
Retail/Wholesale/Import/Export.....112
Research Engineering.....113
Information Service Bureau.....114
Other Non-Manufacturing.....115

ANALYSIS OF SURVEY

AISP's *1985 Salary Survey Results* reports the average, high and low median and modal weekly salary figures effective the week of Feb. 18, 1985 for 15 of the most widely accepted information/word processing positions. This data assists in the creation or revision of salary administration plans. This year a total of 1,764 companies and 17,986 employees from the United States, and 205 companies and 1,627 employees in Canada, are included in the data.

SALARY INCREASES

Fourteen of the 15 information/word processing job categories in the U.S. covered in the *1985 Salary Survey Results* show increases in weekly salaries, although the rate of increase slowed a bit from last year. The U.S. figures reflect an overall average increase of 4.9%, down from 5.2% in 1983.

Salaries in Canada reflected little increase or decrease with one exception — word processing managers experienced an average 7.3% increase over 1984.

Following are some increases in salaries from 1984-1985 for selected positions in the United States.

WP Trainee 5.2%
WP Operator 6.2%
WP Specialist I 5.1%
WP Specialist II/
Assistant Supervisor 6.1%
WP Trainer 5.9%
WP Supervisor 6.8%
WP Manager 3.1%
Administrative Secretary 11.4%
Staff Analyst 4.0%
Information Manager 3.3%

USE OF SURVEY

It is recommended that you use careful judgment when comparing the positions and salaries in this survey with those of your own company. Review each job description — do not be guided by the job titles alone! The figures are an excellent general guide for salary administration, but must be used in conjunction with other factors, such as individual performance, length of employment, productivity and organizational policy. The displays of "median" and "modal" response for each category can be used to identify the generally prevailing wage with increased clarity.

The data tables in this report can be used to:

- Compare a company's word processing salary policy with the practices in a particular industry, metropolitan area or zip code region;
- Check a company's job descriptions and ranking in comparison to the survey data;
- Evaluate the usefulness of "going rates" as a basis for establishing salary ranges in a job evaluation plan.

Figures for positions for which there are fewer than six companies reporting (marked with asterisks) are subject to interpretation and, therefore, should be used with caution. Tables for metropolitan areas or industries that yielded a small response in several job categories were eliminated from the report.

The *1985 Salary Survey Results* is an accurate compilation of salaries reported for specific jobs described in our questionnaire (a copy of which is reprinted on page 6). Because of the confidential nature of the survey, information from individual organizations is not available.

DATA TABLES

Included in this report are salary tables for the United States and Canada. Data is listed for each country and broken down into zip code regions, metropolitan areas and industries. Respondents were asked to check the appropriate code for the following industry listings in the survey.

01 Aerospace Industry
02 Chemical/Allied Products
03 Food/Tobacco
04 Instruments
05 Machinery
06 Paper/Paper Products
07 Petroleum/Coal/Rubber
08 Primary/Fabricated Metal
09 Printing/Publishing
10 Textile/Apparel
11 Transportation
12 Information Systems/ Products/ Manufacturing/Sales
13 Other Manufacturing
14 Agriculture/Forestry
15 Education
16 Federal Government
17 State/Provincial Government
18 Local Government
19 Insurance
20 Investment/Banking/ Credit Agencies
21 Construction
22 Legal Services
23 Medical Care
24 Association
25 Other Professional Services
26 Public Utilities
27 Retail/Wholesale/ Import/Export
28 Research/Engineering
29 Information Management
30 Information Service Bureau
31 Other Non-Manufacturing

Those industry codes that did not yield sufficient data were excluded from the survey report.

The results for Canada's industries begin on page 93.

Figures for companies and employees in the United States and Canada were not combined since the difference in the economies and the exchange rate would distort the data.

SALARY RANGES

There are 26 levels of salary ranges. The categories from $135 to $149 are in $4 increments; from $150 to $199, $9 increments; from $200 to $499, $24 increments; from $500 to $600, $50 increments; from $601 to $1000, $100 increments; and the last category is defined as $1,001 and over. The midpoint in each range was used in tabulating the data. For example, $212 was used in the $200-$224 range, and $650 was used in the $600-$700 range.

Respondents were instructed to include only that bonus pay and extra compensation that is paid regularly, to omit overtime pay and not to report part-time salaries.

Also, respondents were asked to indicate the number of hours in their workweek. The average workweek is reported for each table. The salary data is not adjusted to the average workweek, but is tabulated as reported.

JOB TITLES AND DESCRIPTIONS

The job titles and descriptions used in AISP's 1985 Salary Survey serve as general guidelines only. AISP does recognize that, although the classifications have become widely accepted in the industry, changes in office automation require additional job descriptions, refinement of current descriptions and qualification of some of the data presented. Beginning in 1986, future AISP salary surveys will incorporate such features that reflect the dynamic nature of the office automation industry.

JOB TITLES AND DESCRIPTIONS FOR WORD PROCESSING PERSONNEL

NOTE: All positions are non-exempt (hourly wage) except where noted.

A. WORD PROCESSING TRAINEE

Entry level position for those having 0–12 months word processing experience. Must have adequate typing skills, good knowledge of grammar, punctuation, spelling and formatting, the ability to use dictionaries, handbooks and other reference materials, and be oriented toward teamwork and the use of machines. A trainee's functions include routine transcription and manipulation of text from various types of source information (dictation, handwritten, etc.). Maintains own production records and may be required to proofread own work.

B. WORD PROCESSING OPERATOR

The next level up from Word Processing Trainee for those having 6–24 months word processing experience. In addition to having all the qualifications and functions of position A, a Word Processing Operator handles special documents, meets established quality standards, uses all of a machine's text editing functions and is familiar with department terminology and company practices.

C. WORD PROCESSING SPECIALIST I

A Word Processing Operator with a minimum of 18 months experience who can format, produce and revise complicated documents, such as lengthy technical and statistical reports, from complex source information, including the retrieval of text and data from electronic files. Exercises independent action when interpreting instructions to produce a quality document, understands proofreader marks, and assumes full responsibility for document accuracy and completeness. Has a thorough knowledge of center procedures and maintenance of records. May operate word processing equipment in the telecommunications mode.

D. WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR

A person at this level exercises all of the competencies of position C and may act as Assistant Supervisor. A Word Processing Specialist II is able to operate all the information processing equipment within the installation. Responsibilities include coordinating and assigning work, analyzing requirements for specific projects, communicating with users, compiling production statistics, and recommending changes in center procedures. May also assist in training personnel.

E. PHOTOTYPESETTING SPECIALIST

A Word Processing Operator who enters special codes while keyboarding and revising text that is to be output on a photocomposition system. Has knowledge of points, picas, typefaces, leading, format requirements, production techniques, and other aspects of typesetting and printing.

F. WORD PROCESSING TRAINER

Someone with a minimum of 24 months experience operating word processing systems who spends the majority of time training new operators. May also be responsible for instructing users in dictation methods and other procedures to ensure maximum utilization of a wp center. Should make recommendations to management concerning new equipment purchases from the standpoint of ease of use.

G. PROOFREADER

Proofreads typed copy for text content, spelling punctuation, grammar, and typographical errors. May be responsible for setting grammar and format standards, guidance and/or training of secretaries and principals.

H. WORD PROCESSING SUPERVISOR

With all the competencies of a Word Processing Specialist II, a Supervisor is responsible for the operation of a center (or section within a large center). Schedules and coordinates workflow, assists word processing personnel in document production and in establishing and maintaining quality standards. Also analyzes production data and procedures, identifies potential improvements and may be responsible partially for budgets and equipment recommendations. Reports to Word Processing Manager.

I. WORD PROCESSING MANAGER

Exempt (salaried). Responsible for the overall operation of a word processing center, including the guidance of supervisors, personnel administration, staff requirements, user liaison and evaluation, design and implementation of future word processing systems. Also is responsible for budgets, overall production reports and coordination of services with administrative support. May also manage the operation of photocopying, printing, mailing or graphics services. In larger organizations, the Word Processing Manager reports to Information Systems Manager.

AA. ADMINISTRATIVE SECRETARY

Someone who works with a group of principals as part of a team under the direction of an Administrative Support Supervisor or Manager. Responsibilities include such support functions as filing, photocopying, maintaining calendars, records and lists, and providing special secretarial services, etc.

BB. SENIOR ADMINISTRATIVE SECRETARY

Has a record of exceptional performance. At times may act as assistant to supervisor of an administrative team and is qualified to compose and edit documents for principals, provide research support and perform other para-professional duties. Handles special projects and is fully aware of company standards and practices.

CC. ADMINISTRATIVE SUPPORT SUPERVISOR

May have the responsibilities of position BB in addition to scheduling and administering workflow to a team of administrative secretaries. Responsible for liaison with and training of users who benefit from administrative support. Evaluates staffing requirements, prepares management reports and recommends new methods of handling administrative secretaries. Reports to Administrative Support Manager.

DD. ADMINISTRATIVE SUPPORT MANAGER

Exempt (salaried). Has full responsibility for developing, maintaining and evaluating all services under administrative support within an organization, such as filing, telephone, mail, and para-professional support. Monitors the success of the administrative support group and is familiar with the company's goals and objectives. Works closely with the Word Processing Manager to ensure cooperation of the two functions. May manage other major administrative duties such as records and retention, microfilm, print shop, purchasing, etc. Reports to Information Systems Manager (in large organizations).

EE. STAFF ANALYST

Exempt (salaried). Responsible for consulting and assisting Word Processing and Administrative Support Supervisors and Managers. Conducts studies, reviews operations and determines and recommends appropriate staffing, procedures and equipment. Reports to Information Systems Manager or Word Processing Manager or Administrative Support Manager.

J. INFORMATION MANAGER

Exempt (salaried). May be Vice President or Assistant to Vice President in some organizations. **Has total responsibility for all aspects of an organization's office systems, including word processing, administrative support and other information processing functions.** Ensures the collaboration of all support functions. Reports to a chief executive officer.

SAMPLE

Please Report Weekly Salary Rates	Word Processing Trainee	Word Processing Operator	Word Processing Specialist I	Word Processing Specialist II/ Assistant Supervisor	Phototypesetting Specialist	Word Processing Trainer	Proofreader	Word Processing Supervisor	Word Processing Manager	Administrative Secretary	Senior Administrative Secretary	Administrative Support Supervisor	Administrative Support Manager	Staff Analyst	Information Manager	TOTAL EMPLOYEES REPORTED
	A	B	C	D	E	F	G	H	I	AA	BB	CC	DD	EE	J	
135-139																
140-144																
145-149																
150-159																
160-169																
170-179																
180-189																
190-199																
200-224																
225-249																
250-274																
275-299																
300-324																
325-349																
350-374																
375-399																
400-424																
425-449																
450-474																
475-499																
500-550																
551-600																
601-700																
701-800																
801-1000																
1001 & Over																
EMPLOYEES TOTAL																

ADD TOTALS HORIZONTALLY AND VERTICALLY

Number hours in average work week_____

U.S. ZIP CODE REGIONS

TOTAL UNITED STATES

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	516	1,113	244.77	575.00	137.00	237.00	212.00
B	WORD PROCESSING OPERATOR	989	3,802	291.60	650.00	137.00	287.00	312.00
C	WORD PROCESSING SPECIALIST I	1,075	3,867	326.74	750.00	147.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	794	1,566	363.42	900.00	165.00	362.00	412.00
E	PHOTOTYPESETTING SPECIALIST	147	242	342.98	525.00	165.00	337.00	312.00
F	WORD PROCESSING TRAINER	173	249	394.50	900.00	185.00	387.00	412.00
G	PROOFREADER	219	476	305.30	650.00	142.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	867	1,114	431.36	1,001.00	175.00	412.00	412.00
I	WORD PROCESSING MANAGER	619	659	524.90	1,001.00	237.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	303	3,069	322.15	900.00	137.00	312.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	199	951	377.62	750.00	175.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	99	230	423.96	1,001.00	212.00	412.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	159	177	542.94	1,001.00	185.00	525.00	525.00
EE	STAFF ANALYST	121	199	544.49	900.00	237.00	525.00	525.00
J	INFORMATION MANAGER	272	292	672.35	1,001.00	237.00	650.00	650.00
	AVERAGE HRS/WK	38.6						
	COMPANIES RESPONDING	1,764						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ZIP CODE REGION 0
(Maine, Connecticut, Vermont, New Hampshire, Massachusetts, New Jersey, Rhode Island)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	56	144	230.70	387.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	97	403	270.88	412.00	137.00	262.00	287.00
C	WORD PROCESSING SPECIALIST I	119	362	319.98	525.00	155.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	78	124	338.14	525.00	165.00	337.00	287.00
E	PHOTOTYPESETTING SPECIALIST	22	33	348.09	487.00	165.00	337.00	312.00
F	WORD PROCESSING TRAINER	21	30	369.86	525.00	185.00	362.00	337.00
G	PROOFREADER	24	52	282.98	525.00	165.00	262.00	237.00
H	WORD PROCESSING SUPERVISOR	107	138	412.78	900.00	175.00	412.00	412.00
I	WORD PROCESSING MANAGER	59	60	520.81	900.00	262.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	27	391	319.08	575.00	185.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	23	105	376.88	525.00	237.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	14	24	412.12	1,001.00	237.00	412.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	14	17	553.52	750.00	362.00	575.00	575.00
EE	STAFF ANALYST	11	30	493.43	650.00	362.00	487.00	437.00
J	INFORMATION MANAGER	29	31	723.90	1,001.00	362.00	650.00	650.00
	AVERAGE HRS/WK	37.2						
	COMPANIES RESPONDING	176						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ZIP CODE REGION 1
(Pennsylvania, New York, Delaware)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	69	126	246.46	575.00	137.00	237.00	262.00
B	WORD PROCESSING OPERATOR	131	542	301.76	575.00	165.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	139	658	328.06	575.00	185.00	312.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	102	170	369.85	525.00	165.00	362.00	337.00
E	PHOTOTYPESETTING SPECIALIST	16	25	351.00	462.00	237.00	362.00	412.00
F	WORD PROCESSING TRAINER	24	40	407.40	900.00	237.00	387.00	412.00
G	PROOFREADER	34	94	305.54	575.00	155.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	108	147	461.59	750.00	212.00	462.00	575.00
I	WORD PROCESSING MANAGER	75	78	550.76	1,001.00	262.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	50	396	349.14	575.00	155.00	337.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	24	75	359.36	750.00	237.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	11	18	469.11	650.00	312.00	437.00	650.00
DD	ADMINISTRATIVE SUPPORT MANAGER	24	25	598.28	1,001.00	185.00	525.00	462.00
EE	STAFF ANALYST	24	39	582.53	900.00	312.00	575.00	575.00
J	INFORMATION MANAGER	45	46	705.50	1,001.00	312.00	650.00	900.00
	AVERAGE HRS/WK	37.8						
	COMPANIES RESPONDING	230						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ZIP CODE REGION 2
(Washington DC, North Carolina, South Carolina, Virginia, West Virginia, Maryland)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	39	125	239.04	337.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	84	460	290.09	525.00	137.00	287.00	312.00
C	WORD PROCESSING SPECIALIST I	90	295	310.44	575.00	175.00	312.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	60	124	343.17	575.00	237.00	337.00	262.00
E	PHOTOTYPESETTING SPECIALIST	13	20	315.80	525.00	175.00	287.00	237.00
F	WORD PROCESSING TRAINER	15	29	336.41	575.00	195.00	312.00	195.00
G	PROOFREADER	18	48	262.93	487.00	185.00	262.00	185.00
H	WORD PROCESSING SUPERVISOR	70	88	412.64	650.00	212.00	412.00	412.00
I	WORD PROCESSING MANAGER	58	59	504.18	750.00	287.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	28	261	320.96	900.00	212.00	312.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	22	113	351.10	650.00	175.00	337.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	10	19	442.36	750.00	312.00	412.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	8	587.50	1,001.00	387.00	575.00	575.00
EE	STAFF ANALYST	11	17	647.76	900.00	487.00	575.00	650.00
J	INFORMATION MANAGER	28	29	723.75	1,001.00	337.00	750.00	900.00
	AVERAGE HRS/WK	38.4						
	COMPANIES RESPONDING	138						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ZIP CODE REGION 3
(Tennessee, Mississippi, Alabama, Georgia, Florida)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	45	79	237.49	337.00	137.00	237.00	262.00
B	WORD PROCESSING OPERATOR	85	306	283.39	487.00	137.00	287.00	312.00
C	WORD PROCESSING SPECIALIST I	81	260	305.20	575.00	185.00	287.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	66	285	381.64	487.00	185.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	14	32	333.09	437.00	212.00	337.00	437.00
F	WORD PROCESSING TRAINER	10	10	387.10	575.00	237.00	337.00	312.00
G	PROOFREADER	22	27	313.77	437.00	185.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	79	100	402.97	900.00	212.00	367.00	525.00
I	WORD PROCESSING MANAGER	57	57	481.22	900.00	237.00	437.00	412.00
AA	ADMINISTRATIVE SECRETARY	24	277	277.00	525.00	155.00	237.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	14	131	396.24	650.00	237.00	412.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	28	315.57	437.00	237.00	262.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	15	15	530.60	900.00	312.00	487.00	525.00
EE	STAFF ANALYST	12	13	502.53	900.00	337.00	412.00	412.00
J	INFORMATION MANAGER	31	32	601.50	1,001.00	262.00	575.00	650.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	162						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ZIP CODE REGION 4
(Michigan, Indiana, Ohio, Kentucky)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	63	127	219.80	462.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	114	383	255.37	650.00	137.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	114	390	303.33	487.00	147.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	93	151	334.85	650.00	212.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	9	12	337.00	462.00	237.00	337.00	362.00
F	WORD PROCESSING TRAINER	20	28	375.39	462.00	262.00	387.00	412.00
G	PROOFREADER	16	35	270.02	337.00	185.00	262.00	287.00
H	WORD PROCESSING SUPERVISOR	94	108	416.03	1,001.00	212.00	387.00	362.00
I	WORD PROCESSING MANAGER	67	67	487.23	1,001.00	312.00	462.00	525.00
AA	ADMINISTRATIVE SECRETARY	28	138	277.02	412.00	165.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	19	115	367.45	750.00	262.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	26	380.76	525.00	212.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	20	30	470.96	900.00	287.00	462.00	287.00
EE	STAFF ANALYST	9	12	518.41	900.00	387.00	462.00	412.00
J	INFORMATION MANAGER	27	28	626.21	1,001.00	262.00	575.00	900.00
	AVERAGE HRS/WK	39.0						
	COMPANIES RESPONDING	196						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ZIP CODE REGION 5
(Montana, North Dakota, South Dakota, Wisconsin, Iowa, Minnesota)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	32	67	233.13	362.00	165.00	237.00	237.00
B	WORD PROCESSING OPERATOR	56	180	253.58	412.00	165.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	60	176	299.77	462.00	185.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	42	58	315.12	462.00	185.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	8	14	299.50	362.00	212.00	287.00	287.00
F	WORD PROCESSING TRAINER	10	13	386.07	575.00	262.00	362.00	462.00
G	PROOFREADER	2*	2	249.50	262.00	237.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	42	51	408.88	650.00	287.00	412.00	412.00
I	WORD PROCESSING MANAGER	34	34	466.61	750.00	212.00	437.00	575.00
AA	ADMINISTRATIVE SECRETARY	12	43	297.46	387.00	212.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	7	354.85	487.00	237.00	287.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	5	392.00	437.00	312.00	387.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	10	516.00	900.00	312.00	487.00	525.00
EE	STAFF ANALYST	1*	1	437.00	437.00	437.00	437.00	437.00
J	INFORMATION MANAGER	8	8	628.12	1,001.00	437.00	575.00	525.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	92						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ZIP CODE REGION 6
(Illinois, Nebraska, Kansas, Missouri)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	60	157	247.57	387.00	142.00	237.00	237.00
B	WORD PROCESSING OPERATOR	125	675	288.17	487.00	165.00	287.00	312.00
C	WORD PROCESSING SPECIALIST I	132	627	330.95	575.00	195.00	337.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	92	201	359.33	575.00	212.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	22	38	325.94	525.00	175.00	312.00	312.00
F	WORD PROCESSING TRAINER	22	33	391.93	525.00	212.00	412.00	462.00
G	PROOFREADER	37	99	313.13	525.00	195.00	312.00	362.00
H	WORD PROCESSING SUPERVISOR	98	151	420.93	750.00	185.00	412.00	412.00
I	WORD PROCESSING MANAGER	78	85	530.38	1,001.00	287.00	525.00	575.00
AA	ADMINISTRATIVE SECRETARY	40	1,029	316.42	525.00	165.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	29	181	378.69	525.00	175.00	362.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	11	59	447.74	650.00	212.00	462.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	20	21	545.57	900.00	287.00	487.00	900.00
EE	STAFF ANALYST	14	21	503.85	900.00	262.00	487.00	487.00
J	INFORMATION MANAGER	28	29	619.31	1,001.00	337.00	575.00	575.00
	AVERAGE HRS/WK	38.5						
	COMPANIES RESPONDING	207						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ZIP CODE REGION 7
(Arkansas, Texas, Oklahoma, Louisiana)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	39	62	275.20	387.00	137.00	262.00	262.00
B	WORD PROCESSING OPERATOR	83	290	336.61	525.00	175.00	312.00	287.00
C	WORD PROCESSING SPECIALIST I	97	297	339.86	750.00	212.00	337.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	58	95	380.43	900.00	262.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	10	11	371.09	412.00	337.00	362.00	337.00
F	WORD PROCESSING TRAINER	14	20	408.95	575.00	237.00	387.00	387.00
G	PROOFREADER	17	25	303.92	487.00	185.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	73	92	467.57	1,001.00	287.00	462.00	462.00
I	WORD PROCESSING MANAGER	59	61	559.88	1,001.00	287.00	525.00	575.00
AA	ADMINISTRATIVE SECRETARY	22	139	307.76	525.00	137.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	13	64	351.29	575.00	212.00	337.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	16	405.00	650.00	337.00	387.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	14	14	541.85	650.00	287.00	525.00	650.00
EE	STAFF ANALYST	11	19	576.73	900.00	387.00	487.00	462.00
J	INFORMATION MANAGER	19	23	670.21	1,001.00	237.00	575.00	525.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	151						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ZIP CODE REGION 8
(Idaho, Nevada, Wyoming, Utah, Colorado, New Mexico, Arizona)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	35	69	237.50	412.00	165.00	237.00	262.00
B	WORD PROCESSING OPERATOR	69	209	290.89	525.00	137.00	287.00	237.00
C	WORD PROCESSING SPECIALIST I	69	229	314.35	575.00	175.00	312.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	61	145	345.12	750.00	212.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	10	18	350.88	487.00	212.00	312.00	312.00
F	WORD PROCESSING TRAINER	19	24	436.58	900.00	237.00	412.00	312.00
G	PROOFREADER	15	35	327.02	650.00	212.00	312.00	237.00
H	WORD PROCESSING SUPERVISOR	50	76	438.23	750.00	262.00	437.00	412.00
I	WORD PROCESSING MANAGER	44	45	512.97	1,001.00	195.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	20	56	298.17	650.00	212.00	262.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	16	38	360.68	462.00	262.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	7	489.00	1,001.00	312.00	387.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	11	14	514.00	1,001.00	337.00	412.00	337.00
EE	STAFF ANALYST	10	16	449.62	650.00	237.00	437.00	437.00
J	INFORMATION MANAGER	14	15	713.40	1,001.00	337.00	750.00	1,001.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	118						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ZIP CODE REGION 9
(California, Washington, Oregon, Hawaii)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	78	157	278.26	462.00	155.00	262.00	262.00
B	WORD PROCESSING OPERATOR	144	354	337.32	575.00	155.00	337.00	287.00
C	WORD PROCESSING SPECIALIST I	174	553	367.09	575.00	147.00	362.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	142	213	402.53	650.00	212.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	23	39	378.05	525.00	287.00	362.00	312.00
F	WORD PROCESSING TRAINER	18	22	458.72	650.00	312.00	412.00	387.00
G	PROOFREADER	35	59	352.54	575.00	142.00	337.00	387.00
H	WORD PROCESSING SUPERVISOR	145	163	450.58	650.00	212.00	437.00	525.00
I	WORD PROCESSING MANAGER	88	93	572.01	1,001.00	337.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	53	339	380.67	575.00	195.00	387.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	32	122	422.49	575.00	262.00	437.00	487.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	17	28	491.28	1,001.00	312.00	487.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	23	23	589.04	1,001.00	312.00	525.00	525.00
EE	STAFF ANALYST	18	31	577.32	750.00	387.00	575.00	650.00
J	INFORMATION MANAGER	43	51	677.68	1,001.00	362.00	650.00	575.00
	AVERAGE HRS/WK	39.0						
	COMPANIES RESPONDING	294						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ATLANTA
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	15	22	244.45	312.00	137.00	262.00	262.00
B	WORD PROCESSING OPERATOR	28	126	310.41	487.00	212.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	19	45	335.64	575.00	237.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	18	215	408.16	462.00	237.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	3*	13	406.23	437.00	337.00	437.00	437.00
F	WORD PROCESSING TRAINER	4*	4	437.25	575.00	312.00	487.00	312.00
G	PROOFREADER	9	11	293.81	362.00	237.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	25	33	447.00	900.00	262.00	412.00	487.00
I	WORD PROCESSING MANAGER	15	15	567.26	900.00	362.00	525.00	650.00
AA	ADMINISTRATIVE SECRETARY	8	29	311.13	412.00	262.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	7	387.00	462.00	337.00	362.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	3	387.00	412.00	362.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	7	587.28	900.00	387.00	525.00	387.00
EE	STAFF ANALYST	4*	4	606.00	900.00	412.00	575.00	412.00
J	INFORMATION MANAGER	7	7	741.14	1,001.00	462.00	650.00	900.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	44						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

BALTIMORE
(zip code region 2)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	12	18	223.72	312.00	137.00	212.00	237.00
B	WORD PROCESSING OPERATOR	23	101	299.23	525.00	165.00	262.00	287.00
C	WORD PROCESSING SPECIALIST I	20	53	309.45	575.00	175.00	287.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	21	346.57	575.00	262.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	4*	4	277.75	412.00	175.00	262.00	175.00
F	WORD PROCESSING TRAINER	4*	6	353.66	412.00	287.00	362.00	287.00
G	PROOFREADER	4*	7	254.85	337.00	212.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	17	20	398.30	650.00	287.00	387.00	362.00
I	WORD PROCESSING MANAGER	16	16	480.25	750.00	287.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	7	67	268.16	525.00	212.00	262.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	32	296.78	462.00	175.00	262.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	10	382.00	462.00	312.00	387.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	575.00	575.00	575.00	575.00	575.00
EE	STAFF ANALYST	2*	2	531.00	575.00	487.00	525.00	487.00
J	INFORMATION MANAGER	5*	5	712.40	900.00	337.00	750.00	900.00
	AVERAGE HRS/WK	37.8						
	COMPANIES RESPONDING	30						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

BOSTON
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	13	25	235.52	287.00	185.00	237.00	237.00
B	WORD PROCESSING OPERATOR	33	99	274.86	412.00	195.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	40	90	321.16	412.00	212.00	312.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	26	29	351.24	525.00	237.00	337.00	362.00
E	PHOTOTYPESETTING SPECIALIST	8	10	364.50	412.00	312.00	362.00	337.00
F	WORD PROCESSING TRAINER	9	11	410.90	525.00	312.00	387.00	462.00
G	PROOFREADER	7	22	304.63	525.00	237.00	262.00	237.00
H	WORD PROCESSING SUPERVISOR	36	39	402.76	575.00	262.00	387.00	412.00
I	WORD PROCESSING MANAGER	19	19	501.05	750.00	312.00	462.00	525.00
AA	ADMINISTRATIVE SECRETARY	8	116	324.50	412.00	212.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	27	369.88	525.00	262.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	4	355.75	462.00	262.00	362.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	7	548.00	750.00	362.00	487.00	487.00
EE	STAFF ANALYST	2*	17	450.23	487.00	362.00	437.00	437.00
J	INFORMATION MANAGER	7	7	683.85	900.00	462.00	650.00	650.00
	AVERAGE HRS/WK	37.1						
	COMPANIES RESPONDING	61						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

BUFFALO
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	4	203.00	287.00	155.00	185.00	155.00
B	WORD PROCESSING OPERATOR	5*	9	201.22	287.00	175.00	185.00	185.00
C	WORD PROCESSING SPECIALIST I	4*	9	295.33	337.00	212.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	3	328.66	387.00	287.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	237.00	237.00	237.00	237.00	237.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	2*	2	236.00	287.00	185.00	262.00	185.00
H	WORD PROCESSING SUPERVISOR	3*	3	358.00	575.00	237.00	237.00	237.00
I	WORD PROCESSING MANAGER	1*	1					
AA	ADMINISTRATIVE SECRETARY	2*	5	332.00	387.00	212.00	337.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	312.00	312.00	312.00	312.00	312.00
J	INFORMATION MANAGER	1*	1	487.00	487.00	487.00	487.00	487.00
	AVERAGE HRS/WK	38.0						
	COMPANIES RESPONDING	7						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

CENTRAL FLORIDA
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	8	13	205.07	237.00	165.00	212.00	212.00
B	WORD PROCESSING OPERATOR	15	52	249.03	412.00	175.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	17	55	263.00	462.00	195.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	20	268.25	362.00	212.00	262.00	212.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	293.25	337.00	262.00	287.00	262.00
F	WORD PROCESSING TRAINER	4*	4	362.00	462.00	237.00	437.00	462.00
G	PROOFREADER	2*	2	236.00	287.00	185.00	262.00	185.00
H	WORD PROCESSING SUPERVISOR	19	25	323.52	525.00	212.00	312.00	337.00
I	WORD PROCESSING MANAGER	10	10	424.60	525.00	362.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY	7	201	283.08	525.00	155.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	102	417.00	650.00	237.00	437.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	17	309.05	412.00	237.00	262.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	502.75	650.00	412.00	462.00	412.00
EE	STAFF ANALYST	1*	1	387.00	387.00	387.00	387.00	387.00
J	INFORMATION MANAGER	7	7	569.57	1,001.00	337.00	487.00	412.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	31						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

CENTRAL PENNSYLVANIA
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	3	253.66	262.00	237.00	237.00	262.00
B	WORD PROCESSING OPERATOR	8	43	263.16	337.00	212.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	6	16	257.31	312.00	237.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	6	295.33	312.00	287.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	312.00	362.00	262.00	337.00	262.00
F	WORD PROCESSING TRAINER	1*	2	324.50	362.00	287.00	337.00	287.00
G	PROOFREADER	1*	6	195.00	195.00	195.00	195.00	195.00
H	WORD PROCESSING SUPERVISOR	5*	6	370.33	412.00	337.00	362.00	337.00
I	WORD PROCESSING MANAGER	5*	5	447.20	575.00	337.00	412.00	337.00
AA	ADMINISTRATIVE SECRETARY	3*	19	264.63	337.00	212.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	4	318.25	337.00	287.00	312.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	3	370.33	387.00	337.00	362.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST	3*	5	652.40	750.00	437.00	650.00	750.00
J	INFORMATION MANAGER	2*	2	606.00	900.00	312.00	750.00	312.00
	AVERAGE HRS/WK	38.0						
	COMPANIES RESPONDING	10						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

CHICAGO
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	30	87	264.24	387.00	185.00	262.00	237.00
B	WORD PROCESSING OPERATOR	57	374	308.42	437.00	175.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	57	345	345.37	525.00	212.00	337.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	41	110	380.31	575.00	237.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	8	18	364.11	525.00	287.00	362.00	337.00
F	WORD PROCESSING TRAINER	12	13	407.23	525.00	287.00	412.00	412.00
G	PROOFREADER	26	83	317.97	525.00	195.00	312.00	362.00
H	WORD PROCESSING SUPERVISOR	40	71	445.92	650.00	287.00	437.00	525.00
I	WORD PROCESSING MANAGER	40	46	566.97	900.00	287.00	575.00	575.00
AA	ADMINISTRATIVE SECRETARY	14	250	330.80	437.00	212.00	337.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	66	395.15	525.00	262.00	387.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	21	502.71	650.00	312.00	487.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	7	721.28	900.00	437.00	750.00	900.00
EE	STAFF ANALYST	6	12	468.41	650.00	337.00	462.00	387.00
J	INFORMATION MANAGER	13	13	662.53	1,001.00	462.00	575.00	525.00
	AVERAGE HRS/WK	37.7						
	COMPANIES RESPONDING	80						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

COLUMBUS
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	12	23	196.95	287.00	165.00	185.00	212.00
B	WORD PROCESSING OPERATOR	20	75	231.29	312.00	142.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	23	69	300.39	412.00	195.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	18	22	327.90	387.00	212.00	337.00	387.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	274.50	312.00	237.00	287.00	237.00
F	WORD PROCESSING TRAINER	4*	4	343.25	462.00	262.00	337.00	262.00
G	PROOFREADER	5*	12	259.91	312.00	212.00	262.00	237.00
H	WORD PROCESSING SUPERVISOR	22	25	368.00	487.00	212.00	387.00	387.00
I	WORD PROCESSING MANAGER	19	19	503.05	1,001.00	312.00	437.00	437.00
AA	ADMINISTRATIVE SECRETARY	3*	17	269.35	387.00	237.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	42	332.83	412.00	287.00	312.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	12	332.83	412.00	212.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	481.00	650.00	312.00	575.00	312.00
EE	STAFF ANALYST	1*	1	412.00	412.00	412.00	412.00	412.00
J	INFORMATION MANAGER	2*	2	468.50	525.00	412.00	487.00	412.00
	AVERAGE HRS/WK	39.0						
	COMPANIES RESPONDING	36						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

DALLAS/FT. WORTH
(zip code region 7)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	16	27	273.25	387.00	175.00	262.00	262.00
B	WORD PROCESSING OPERATOR	33	167	363.98	525.00	212.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	43	139	346.81	750.00	237.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	27	37	383.97	900.00	262.00	362.00	387.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	370.33	412.00	337.00	337.00	337.00
F	WORD PROCESSING TRAINER	6	7	394.14	462.00	262.00	412.00	412.00
G	PROOFREADER	10	16	318.12	487.00	185.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	35	44	476.90	1,001.00	287.00	462.00	462.00
I	WORD PROCESSING MANAGER	25	26	585.92	900.00	387.00	575.00	575.00
AA	ADMINISTRATIVE SECRETARY	9	56	344.14	412.00	212.00	362.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	19	366.68	525.00	287.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	4	471.50	650.00	387.00	437.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	541.66	575.00	525.00	525.00	525.00
EE	STAFF ANALYST	3*	6	470.33	487.00	462.00	462.00	462.00
J	INFORMATION MANAGER	6	7	798.42	1,001.00	462.00	750.00	900.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	59						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

DENVER
(zip code region 8)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	11	19	266.47	412.00	165.00	262.00	262.00
B	WORD PROCESSING OPERATOR	22	55	315.47	487.00	195.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	23	58	343.48	575.00	212.00	337.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	19	30	376.60	525.00	262.00	362.00	337.00
E	PHOTOTYPESETTING SPECIALIST	4*	7	404.85	487.00	212.00	412.00	487.00
F	WORD PROCESSING TRAINER	7	9	492.66	900.00	337.00	412.00	412.00
G	PROOFREADER	5*	10	338.30	650.00	212.00	312.00	387.00
H	WORD PROCESSING SUPERVISOR	15	17	444.47	575.00	312.00	437.00	462.00
I	WORD PROCESSING MANAGER	12	12	504.91	750.00	387.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	5*	11	401.81	650.00	262.00	362.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	10	377.00	462.00	287.00	362.00	462.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	681.50	1,001.00	362.00	900.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	788.00	1,001.00	575.00	900.00	575.00
EE	STAFF ANALYST	1*	1	362.00	362.00	362.00	362.00	362.00
J	INFORMATION MANAGER	5*	5	725.20	1,001.00	412.00	650.00	1,001.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	41						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

DETROIT
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	13	30	207.06	312.00	142.00	212.00	237.00
B	WORD PROCESSING OPERATOR	26	86	262.18	362.00	137.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	23	101	317.42	412.00	147.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	18	38	347.52	462.00	262.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	4*	7	354.85	462.00	262.00	337.00	362.00
F	WORD PROCESSING TRAINER	4*	6	403.66	437.00	362.00	412.00	412.00
G	PROOFREADER	4*	7	252.14	287.00	185.00	262.00	287.00
H	WORD PROCESSING SUPERVISOR	17	24	454.33	650.00	262.00	412.00	362.00
I	WORD PROCESSING MANAGER	14	14	491.71	900.00	337.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	4*	5	307.00	387.00	262.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	462.00	462.00	462.00	462.00	462.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	443.50	525.00	362.00	487.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	640.50	900.00	362.00	650.00	650.00
EE	STAFF ANALYST	4*	4	546.50	900.00	387.00	462.00	387.00
J	INFORMATION MANAGER	6	6	585.33	1,001.00	412.00	487.00	412.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	41						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

GOLD COAST
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	9	9	232.66	337.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	13	32	279.96	387.00	212.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	16	37	316.05	462.00	212.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	17	19	335.68	462.00	262.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	1	287.00	287.00	287.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	14	16	420.38	650.00	237.00	412.00	412.00
I	WORD PROCESSING MANAGER	11	11	454.09	650.00	362.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY	5*	7	301.28	487.00	212.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	3	328.66	412.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	490.50	525.00	387.00	525.00	525.00
EE	STAFF ANALYST	4*	4	424.50	487.00	362.00	412.00	362.00
J	INFORMATION MANAGER	6	6	627.16	1,001.00	412.00	575.00	525.00
	AVERAGE HRS/WK	38.5						
	COMPANIES RESPONDING	33						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

HARTFORD/SPRINGFIELD
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	14	205.64	237.00	155.00	212.00	212.00
B	WORD PROCESSING OPERATOR	10	62	289.53	337.00	155.00	312.00	337.00
C	WORD PROCESSING SPECIALIST I	12	54	275.88	412.00	212.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	29	310.27	412.00	262.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	2*	4	312.00	312.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	6	11	318.81	337.00	212.00	337.00	337.00
G	PROOFREADER	5*	10	252.00	287.00	212.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	12	15	368.66	437.00	212.00	362.00	362.00
I	WORD PROCESSING MANAGER	8	8	496.62	575.00	412.00	487.00	462.00
AA	ADMINISTRATIVE SECRETARY	3*	126	329.65	337.00	212.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	28	454.85	487.00	262.00	487.00	487.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	337.00	337.00	337.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	4	546.75	575.00	462.00	575.00	575.00
EE	STAFF ANALYST	3*	5	517.40	525.00	487.00	525.00	525.00
J	INFORMATION MANAGER	3*	3	733.33	900.00	650.00	650.00	650.00
	AVERAGE HRS/WK	37.4						
	COMPANIES RESPONDING	16						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

HOUSTON
(zip code region 7)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	13	284.76	362.00	185.00	287.00	287.00
B	WORD PROCESSING OPERATOR	15	41	348.29	525.00	262.00	362.00	287.00
C	WORD PROCESSING SPECIALIST I	16	46	360.10	525.00	287.00	362.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	28	397.28	575.00	337.00	387.00	362.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	362.00	412.00	337.00	337.00	337.00
F	WORD PROCESSING TRAINER	5*	6	374.50	487.00	237.00	362.00	362.00
G	PROOFREADER	4*	5	312.00	362.00	287.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	11	17	499.70	750.00	362.00	462.00	525.00
I	WORD PROCESSING MANAGER	12	13	612.46	1,001.00	362.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	4*	10	355.80	525.00	287.00	337.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	6	460.00	575.00	387.00	462.00	462.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	387.00	387.00	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	537.40	650.00	287.00	525.00	650.00
EE	STAFF ANALYST	6	11	589.63	900.00	387.00	525.00	525.00
J	INFORMATION MANAGER	8	8	657.87	1,001.00	412.00	650.00	650.00
	AVERAGE HRS/WK	39.6						
	COMPANIES RESPONDING	33						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

INDIANAPOLIS
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	6	197.33	212.00	175.00	195.00	195.00
B	WORD PROCESSING OPERATOR	8	32	220.12	337.00	155.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	10	27	257.96	337.00	195.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	10	319.50	462.00	212.00	312.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	3*	7	387.00	412.00	287.00	412.00	412.00
G	PROOFREADER	2*	3	253.66	287.00	237.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	8	8	415.25	650.00	262.00	362.00	362.00
I	WORD PROCESSING MANAGER	7	7	490.85	650.00	337.00	487.00	575.00
AA	ADMINISTRATIVE SECRETARY	4*	7	333.42	412.00	262.00	312.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	437.00	437.00	437.00	437.00	437.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	575.00	575.00	575.00	575.00	575.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
	AVERAGE HRS/WK	38.8						
	COMPANIES RESPONDING	19						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

KANSAS CITY METRO
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	12	241.16	287.00	212.00	237.00	237.00
B	WORD PROCESSING OPERATOR	13	36	277.63	525.00	212.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	15	53	322.15	575.00	237.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	18	327.27	487.00	237.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	349.50	412.00	287.00	387.00	287.00
F	WORD PROCESSING TRAINER	2*	4	299.50	362.00	237.00	337.00	237.00
G	PROOFREADER	2*	2	312.00	337.00	287.00	312.00	287.00
H	WORD PROCESSING SUPERVISOR	15	16	426.93	750.00	212.00	412.00	412.00
I	WORD PROCESSING MANAGER	7	7	492.57	650.00	362.00	437.00	650.00
AA	ADMINISTRATIVE SECRETARY	5*	15	248.66	262.00	212.00	237.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	16	315.93	525.00	237.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	900.00	900.00	900.00	900.00	900.00
J	INFORMATION MANAGER	2*	2	656.00	900.00	412.00	750.00	412.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	26						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

LANSING/GRAND RAPIDS
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	4	165.00	165.00	165.00	165.00	165.00
B	WORD PROCESSING OPERATOR	10	35	264.14	362.00	212.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	8	16	304.18	462.00	262.00	287.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	5	362.00	412.00	287.00	362.00	387.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	287.00	287.00	287.00	287.00	287.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	7	7	392.42	525.00	312.00	387.00	387.00
I	WORD PROCESSING MANAGER	3*	3	495.66	575.00	387.00	487.00	387.00
AA	ADMINISTRATIVE SECRETARY	3*	7	329.85	412.00	212.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	437.00	437.00	437.00	437.00	437.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	9	437.00	437.00	437.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST	2*	3	487.33	525.00	412.00	487.00	525.00
J	INFORMATION MANAGER	1*	1	437.00	437.00	437.00	437.00	437.00
	AVERAGE HRS/WK	39.8						
	COMPANIES RESPONDING	14						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

LINCOLN/OMAHA
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	18	222.16	337.00	165.00	212.00	212.00
B	WORD PROCESSING OPERATOR	16	41	236.51	337.00	185.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	24	60	265.05	412.00	195.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	17	279.64	412.00	212.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST	6	8	289.62	412.00	175.00	312.00	312.00
F	WORD PROCESSING TRAINER	2*	4	477.75	575.00	387.00	462.00	387.00
G	PROOFREADER	1*	2	312.00	312.00	312.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	15	18	354.38	575.00	262.00	337.00	312.00
I	WORD PROCESSING MANAGER	15	15	470.53	1,001.00	287.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY	6	34	234.29	287.00	165.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	13	272.61	337.00	175.00	262.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	212.00	212.00	212.00	212.00	212.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	5	362.00	487.00	287.00	337.00	362.00
EE	STAFF ANALYST	2*	2	393.50	525.00	262.00	487.00	262.00
J	INFORMATION MANAGER	4*	4	543.50	750.00	387.00	575.00	387.00
	AVERAGE HRS/WK	39.5						
	COMPANIES RESPONDING	37						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

LOS ANGELES
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	30	55	297.90	462.00	212.00	312.00	312.00
B	WORD PROCESSING OFERATOR	53	129	370.55	525.00	237.00	362.00	337.00
C	WORD PROCESSING SPECIALIST I	57	170	404.83	575.00	185.00	412.00	412.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	49	71	432.85	650.00	262.00	437.00	412.00
E	PHOTOTYPESETTING SPECIALIST	4*	12	376.58	462.00	287.00	387.00	287.00
F	WORD PROCESSING TRAINER	7	8	468.37	650.00	337.00	462.00	387.00
G	PROOFREADER	14	19	362.94	525.00	142.00	362.00	387.00
H	WORD PROCESSING SUPERVISOR	47	53	466.88	650.00	287.00	437.00	387.00
I	WORD PROCESSING MANAGER	35	38	595.63	900.00	362.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	13	122	374.97	437.00	195.00	362.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	9	58	455.32	525.00	362.00	462.00	487.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	525.00	525.00	525.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	644.00	1,001.00	525.00	525.00	525.00
EE	STAFF ANALYST	5*	9	606.88	750.00	412.00	575.00	575.00
J	INFORMATION MANAGER	17	17	731.58	900.00	462.00	650.00	650.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	100						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

METRO ST. LOUIS
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	11	21	217.71	287.00	142.00	212.00	212.00
B	WORD PROCESSING OPERATOR	26	145	269.80	387.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	24	109	323.23	487.00	212.00	312.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	24	52	346.61	487.00	262.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	1*	3	278.66	312.00	262.00	262.00	262.00
F	WORD PROCESSING TRAINER	5*	14	435.21	487.00	262.00	462.00	487.00
G	PROOFREADER	5*	5	258.60	312.00	195.00	237.00	312.00
H	WORD PROCESSING SUPERVISOR	16	25	445.64	575.00	312.00	437.00	525.00
I	WORD PROCESSING MANAGER	8	8	476.25	750.00	337.00	462.00	387.00
AA	ADMINISTRATIVE SECRETARY	5*	526	334.57	525.00	185.00	337.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	40	483.15	525.00	262.00	487.00	525.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	10	496.00	525.00	412.00	487.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	559.80	750.00	387.00	487.00	387.00
EE	STAFF ANALYST	3*	3	549.66	750.00	412.00	462.00	412.00
J	INFORMATION MANAGER	6	7	542.71	650.00	337.00	525.00	575.00
	AVERAGE HRS/WK	38.3						
	COMPANIES RESPONDING	39						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

MINNEAPOLIS/ST. PAUL
(zip code region 5)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	9	19	267.26	362.00	212.00	262.00	237.00
B	WORD PROCESSING OPERATOR	15	39	283.79	387.00	237.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	16	56	320.48	387.00	262.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	16	365.12	462.00	312.00	362.00	337.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	324.50	362.00	287.00	312.00	287.00
F	WORD PROCESSING TRAINER	3*	3	353.66	387.00	312.00	337.00	312.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	8	9	455.11	525.00	412.00	462.00	462.00
I	WORD PROCESSING MANAGER	9	9	540.11	750.00	362.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	6	32	283.09	362.00	212.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	2	362.00	487.00	237.00	462.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	412.00	412.00	412.00	412.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	495.66	525.00	437.00	487.00	525.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	5*	5	627.60	1,001.00	437.00	525.00	525.00
	AVERAGE HRS/WK	39.6						
	COMPANIES RESPONDING	24						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

MORRISTOWN/TRENTON
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	11	25	234.96	337.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	14	65	278.49	387.00	137.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	14	46	326.04	437.00	155.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	15	350.53	437.00	165.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	4*	7	335.71	462.00	165.00	362.00	362.00
F	WORD PROCESSING TRAINER	1*	1	185.00	185.00	185.00	185.00	185.00
G	PROOFREADER	4*	7	296.14	437.00	165.00	312.00	387.00
H	WORD PROCESSING SUPERVISOR	16	27	447.29	900.00	175.00	437.00	525.00
I	WORD PROCESSING MANAGER	9	10	486.00	750.00	262.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	7	119	302.91	575.00	185.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	27	342.55	462.00	262.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	15	428.86	1,001.00	237.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	540.50	650.00	412.00	525.00	412.00
EE	STAFF ANALYST	1*	1					
J	INFORMATION MANAGER	4*	4	787.75	1,001.00	650.00	750.00	750.00
	AVERAGE HRS/WK	37.6						
	COMPANIES RESPONDING	23						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

NEWARK/PASSAIC
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	9	18	268.94	387.00	212.00	237.00	237.00
B	WORD PROCESSING OPERATOR	10	27	275.88	362.00	212.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	17	68	382.04	525.00	237.00	387.00	462.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	16	382.37	525.00	287.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	449.50	487.00	412.00	462.00	412.00
F	WORD PROCESSING TRAINER	1*	1	412.00	412.00	412.00	412.00	412.00
G	PROOFREADER	2*	3	222.33	337.00	165.00	165.00	165.00
H	WORD PROCESSING SUPERVISOR	9	9	485.77	650.00	362.00	462.00	487.00
I	WORD PROCESSING MANAGER	9	9	629.11	900.00	462.00	575.00	575.00
AA	ADMINISTRATIVE SECRETARY	4*	9	342.55	387.00	212.00	337.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	2	362.00	412.00	312.00	387.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	449.50	487.00	412.00	462.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	575.00	575.00	575.00	575.00	575.00
EE	STAFF ANALYST	2*	2	612.50	650.00	575.00	575.00	575.00
J	INFORMATION MANAGER	6	6	643.83	1,001.00	362.00	575.00	362.00
	AVERAGE HRS/WK	37.3						
	COMPANIES RESPONDING	23						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

NEW YORK METRO
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	29	69	275.14	575.00	142.00	262.00	262.00
B	WORD PROCESSING OPERATOR	54	316	331.67	575.00	175.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	63	372	360.19	575.00	212.00	362.00	387.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	41	82	417.56	525.00	287.00	412.00	462.00
E	PHOTOTYPESETTING SPECIALIST	9	20	380.75	462.00	312.00	387.00	412.00
F	WORD PROCESSING TRAINER	14	22	490.00	900.00	362.00	437.00	412.00
G	PROOFREADER	20	74	316.05	487.00	212.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	50	83	522.22	750.00	337.00	525.00	575.00
I	WORD PROCESSING MANAGER	35	38	655.89	1,001.00	412.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	19	202	423.86	575.00	212.00	437.00	462.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	30	396.60	525.00	287.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	9	551.22	650.00	387.00	525.00	650.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	7	707.14	1,001.00	412.00	650.00	750.00
EE	STAFF ANALYST	10	23	635.26	900.00	437.00	575.00	575.00
J	INFORMATION MANAGER	19	20	850.35	1,001.00	575.00	900.00	1,001.00
	AVERAGE HRS/WK	36.4						
	COMPANIES RESPONDING	89						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

OAKLAND/SAN FRANCISCO
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	13	38	279.76	437.00	212.00	262.00	262.00
B	WORD PROCESSING OPERATOR	16	41	334.58	525.00	237.00	312.00	287.00
C	WORD PROCESSING SPECIALIST I	25	88	415.89	575.00	287.00	412.00	412.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	25	36	441.94	650.00	312.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	3*	6	410.00	525.00	312.00	412.00	412.00
F	WORD PROCESSING TRAINER	5*	7	490.71	650.00	387.00	412.00	412.00
G	PROOFREADER	7	20	355.05	575.00	185.00	387.00	237.00
H	WORD PROCESSING SUPERVISOR	25	28	512.75	650.00	312.00	525.00	525.00
I	WORD PROCESSING MANAGER	11	12	606.08	900.00	337.00	525.00	487.00
AA	ADMINISTRATIVE SECRETARY	10	68	380.26	525.00	237.00	362.00	437.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	20	378.25	487.00	262.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	11	584.00	1,001.00	312.00	525.00	650.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	8	604.62	750.00	337.00	575.00	575.00
EE	STAFF ANALYST	4*	6	566.66	650.00	525.00	525.00	525.00
J	INFORMATION MANAGER	6	6	693.83	1,001.00	487.00	650.00	750.00
	AVERAGE HRS/WK	39.0						
	COMPANIES RESPONDING	46						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ORANGE COUNTY
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	16	287.00	362.00	237.00	287.00	237.00
B	WORD PROCESSING OPERATOR	14	36	356.25	437.00	155.00	362.00	362.00
C	WORD PROCESSING SPECIALIST I	19	48	360.16	575.00	155.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	17	382.58	462.00	337.00	387.00	337.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	424.50	462.00	387.00	437.00	387.00
F	WORD PROCESSING TRAINER	1*	2	312.00	312.00	312.00	312.00	312.00
G	PROOFREADER	1*	1	575.00	575.00	575.00	575.00	575.00
H	WORD PROCESSING SUPERVISOR	13	16	394.06	525.00	212.00	362.00	362.00
I	WORD PROCESSING MANAGER	5*	5	627.60	1,001.00	462.00	525.00	575.00
AA	ADMINISTRATIVE SECRETARY	5*	20	424.50	462.00	287.00	437.00	437.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	13	355.30	525.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	362.00	362.00	362.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1					
EE	STAFF ANALYST							
J	INFORMATION MANAGER	4*	4	487.25	575.00	362.00	487.00	362.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	29						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

PHILADELPHIA
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	19	27	206.96	262.00	137.00	195.00	195.00
B	WORD PROCESSING OPERATOR	33	116	261.ee	525.00	175.00	237.00	212.00
C	WORD PROCESSING SPECIALIST I	36	114	288.07	362.00	185.00	287.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	26	40	340.12	462.00	212.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	4*	4	274.50	337.00	237.00	262.00	262.00
F	WORD PROCESSING TRAINER	3*	3	337.00	387.00	237.00	362.00	387.00
G	PROOFREADER	4*	6	380.83	575.00	262.00	387.00	387.00
H	WORD PROCESSING SUPERVISOR	33	37	379.59	750.00	287.00	362.00	337.00
I	WORD PROCESSING MANAGER	15	15	495.53	650.00	387.00	487.00	487.00
AA	ADMINISTRATIVE SECRETARY	15	51	287.98	437.00	212.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	9	449.66	750.00	312.00	337.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	428.66	437.00	412.00	412.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	6	677.16	1,001.00	462.00	575.00	525.00
EE	STAFF ANALYST	3*	3	554.00	650.00	437.00	525.00	437.00
J	INFORMATION MANAGER	14	15	682.00	1,001.00	312.00	650.00	650.00
	AVERAGE HRS/WK	37.8						
	COMPANIES RESPONDING	65						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

PHOENIX
(zip code region 8)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	20	219.30	267.00	165.00	212.00	195.00
B	WORD PROCESSING OPERATOR	21	74	292.62	525.00	137.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	20	78	311.52	412.00	175.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	18	66	338.74	750.00	212.00	312.00	212.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	299.50	387.00	262.00	262.00	262.00
F	WORD PROCESSING TRAINER	6	8	488.75	650.00	312.00	487.00	487.00
G	PROOFREADER	3*	5	277.00	362.00	212.00	237.00	212.00
H	WORD PROCESSING SUPERVISOR	17	31	435.03	750.00	337.00	412.00	412.00
I	WORD PROCESSING MANAGER	15	16	516.68	1,001.00	195.00	487.00	412.00
AA	ADMINISTRATIVE SECRETARY	5*	32	254.96	362.00	237.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	20	355.75	387.00	262.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	412.00	412.00	412.00	412.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	7	435.28	900.00	337.00	337.00	337.00
EE	STAFF ANALYST	6	12	483.00	650.00	362.00	437.00	437.00
J	INFORMATION MANAGER	5*	6	758.50	1,001.00	437.00	750.00	1,001.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	37						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

PITTSBURGH
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	3	223.00	237.00	195.00	212.00	237.00
B	WORD PROCESSING OPERATOR	9	20	289.50	337.00	237.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	18	59	298.44	462.00	237.00	287.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	18	349.55	525.00	237.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	2*	3	337.00	362.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	3*	3	320.33	362.00	287.00	287.00	287.00
G	PROOFREADER	5*	7	290.57	337.00	262.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	11	11	489.54	650.00	312.00	487.00	525.00
I	WORD PROCESSING MANAGER	6	6	453.83	525.00	362.00	462.00	412.00
AA	ADMINISTRATIVE SECRETARY	3*	11	296.09	487.00	237.00	262.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	312.00	312.00	312.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	624.75	900.00	462.00	575.00	462.00
EE	STAFF ANALYST	3*	3	554.00	650.00	487.00	487.00	487.00
J	INFORMATION MANAGER	2*	2	700.00	750.00	650.00	650.00	650.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	24						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

PORTLAND
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	8	252.62	287.00	237.00	237.00	237.00
B	WORD PROCESSING OPERATOR	13	41	282.73	387.00	212.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	21	74	310.62	412.00	185.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	20	27	340.70	437.00	212.00	337.00	387.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	343.25	412.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	1*	1	387.00	387.00	387.00	387.00	387.00
G	PROOFREADER	2*	2	362.00	387.00	337.00	362.00	337.00
H	WORD PROCESSING SUPERVISOR	17	20	383.30	525.00	212.00	387.00	362.00
I	WORD PROCESSING MANAGER	14	14	530.07	900.00	362.00	487.00	487.00
AA	ADMINISTRATIVE SECRETARY	7	29	304.24	387.00	262.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	5	352.00	412.00	312.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	7	322.71	387.00	312.00	312.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	499.75	525.00	462.00	487.00	525.00
EE	STAFF ANALYST	1*	1	437.00	437.00	437.00	437.00	437.00
J	INFORMATION MANAGER	3*	3	483.00	575.00	437.00	437.00	437.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	32						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ROCHESTER/SYRACUSE
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	12	199.58	237.00	175.00	195.00	175.00
B	WORD PROCESSING OPERATOR	10	30	250.40	412.00	175.00	212.00	175.00
C	WORD PROCESSING SPECIALIST I	12	56	269.44	337.00	185.00	262.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	11	316.54	437.00	262.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	5*	12	309.91	412.00	237.00	312.00	262.00
G	PROOFREADER	2*	3	165.00	185.00	155.00	155.00	155.00
H	WORD PROCESSING SUPERVISOR	6	7	417.42	650.00	212.00	412.00	212.00
I	WORD PROCESSING MANAGER	7	7	435.42	525.00	262.00	437.00	525.00
AA	ADMINISTRATIVE SECRETARY	4*	9	237.88	412.00	195.00	212.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	9	328.66	362.00	287.00	312.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	487.00	487.00	487.00	487.00	487.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	4	496.50	650.00	412.00	462.00	462.00
EE	STAFF ANALYST	2*	3	449.66	525.00	412.00	412.00	412.00
J	INFORMATION MANAGER	5*	5	569.80	900.00	387.00	487.00	387.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	23						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

SAN DIEGO
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	16	216.37	337.00	165.00	185.00	165.00
B	WORD PROCESSING OPERATOR	14	27	308.29	437.00	237.00	287.00	262.00
C	WORD PROCESSING SPECIALIST I	17	85	325.52	462.00	212.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	23	385.91	462.00	337.00	387.00	362.00
E	PHOTOTYPESETTING SPECIALIST	4*	4	318.25	337.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	1*	1	387.00	387.00	387.00	387.00	387.00
G	PROOFREADER	4*	5	347.00	487.00	287.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	10	10	447.10	650.00	312.00	412.00	387.00
I	WORD PROCESSING MANAGER	8	8	517.00	575.00	462.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	4*	7	390.57	462.00	237.00	437.00	462.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	3	403.66	462.00	337.00	387.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	412.00	412.00	412.00	412.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST	1*	1					
J	INFORMATION MANAGER	2*	2	506.00	575.00	437.00	525.00	437.00
	AVERAGE HRS/WK	38.3						
	COMPANIES RESPONDING	26						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

SANTA MONICA
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	2	362.00	362.00	362.00	362.00	362.00
B	WORD PROCESSING OPERATOR	1*	4	393.25	412.00	362.00	387.00	412.00
C	WORD PROCESSING SPECIALIST I	1*	5	447.00	487.00	387.00	437.00	437.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	3	487.33	575.00	362.00	487.00	362.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	525.00	525.00	525.00	525.00	525.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	4	581.25	650.00	525.00	575.00	575.00
I	WORD PROCESSING MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	1*	3	525.00	525.00	525.00	525.00	525.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	2	550.00	575.00	525.00	525.00	525.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	650.00	650.00	650.00	650.00	650.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	462.00	462.00	462.00	462.00	462.00
J	INFORMATION MANAGER	1*	1	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
	AVERAGE HRS/WK	40.0						
	COMPANIES RESPONDING	2						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

TAMPA
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	4	206.50	237.00	165.00	212.00	212.00
B	WORD PROCESSING OPERATOR	8	32	252.62	312.00	137.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	7	46	333.73	362.00	212.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	7	7	287.00	337.00	212.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	362.00	362.00	362.00	362.00	362.00
G	PROOFREADER	2*	5	417.00	437.00	337.00	437.00	437.00
H	WORD PROCESSING SUPERVISOR	5*	8	437.25	525.00	287.00	487.00	525.00
I	WORD PROCESSING MANAGER	5*	5	479.60	750.00	337.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	8	365.25	525.00	312.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	437.00	437.00	437.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	412.00	412.00	412.00	412.00	412.00
	AVERAGE HRS/WK	38.7						
	COMPANIES RESPONDING	14						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

WASHINGTON DC
(zip code region 2)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	8	34	246.35	337.00	155.00	212.00	212.00
B	WORD PROCESSING OPERATOR	21	216	307.21	412.00	195.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	29	87	348.78	487.00	237.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	15	33	402.93	575.00	287.00	387.00	337.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	412.00	437.00	387.00	412.00	387.00
F	WORD PROCESSING TRAINER	7	9	451.00	575.00	287.00	437.00	437.00
G	PROOFREADER	11	23	317.43	487.00	212.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	22	30	452.96	650.00	287.00	462.00	412.00
I	WORD PROCESSING MANAGER	20	21	580.76	750.00	387.00	525.00	750.00
AA	ADMINISTRATIVE SECRETARY	8	112	396.16	900.00	262.00	387.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	18	513.72	650.00	262.00	575.00	575.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	5	597.40	750.00	437.00	575.00	575.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	654.33	1,001.00	387.00	525.00	387.00
EE	STAFF ANALYST	6	12	687.50	900.00	575.00	650.00	650.00
J	INFORMATION MANAGER	13	14	826.14	1,001.00	437.00	900.00	750.00
	AVERAGE HRS/WK	38.2						
	COMPANIES RESPONDING	36						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

WINSTON SALEM/GREENSBORO/HIGH POINT
(zip code region 2)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	13	256.23	312.00	212.00	237.00	212.00
B	WORD PROCESSING OPERATOR	12	40	295.12	462.00	212.00	287.00	312.00
C	WORD PROCESSING SPECIALIST I	12	45	320.88	412.00	212.00	337.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	16	361.31	525.00	237.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	4*	5	414.60	575.00	312.00	362.00	362.00
I	WORD PROCESSING MANAGER	6	6	420.33	487.00	337.00	437.00	337.00
AA	ADMINISTRATIVE SECRETARY	3*	30	281.16	337.00	237.00	287.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	43	346.30	412.00	287.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST	1*	1	525.00	525.00	525.00	525.00	525.00
J	INFORMATION MANAGER	5*	5	494.60	650.00	387.00	462.00	487.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	20						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

NON-METROPOLITAN
UNITED STATES

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	152	366	236.57	462.00	137.00	237.00	212.00
B	WORD PROCESSING OPERATOR	289	938	263.98	650.00	137.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	291	988	303.77	487.00	147.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	207	360	324.66	650.00	165.00	312.00	262.00
E	PHOTOTYPESETTING SPECIALIST	46	75	317.29	525.00	195.00	312.00	237.00
F	WORD PROCESSING TRAINER	35	54	337.62	575.00	195.00	337.00	362.00
G	PROOFREADER	45	90	281.43	575.00	185.00	287.00	185.00
H	WORD PROCESSING SUPERVISOR	240	295	405.62	1,001.00	185.00	387.00	362.00
I	WORD PROCESSING MANAGER	162	164	479.57	900.00	212.00	437.00	525.00
AA	ADMINISTRATIVE SECRETARY	85	705	284.16	575.00	137.00	262.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	60	263	341.58	750.00	212.00	337.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	33	70	389.72	650.00	262.00	387.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	44	54	476.74	900.00	185.00	437.00	287.00
EE	STAFF ANALYST	26	38	541.89	900.00	237.00	525.00	650.00
J	INFORMATION MANAGER	68	82	641.09	1,001.00	237.00	650.00	750.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	494						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

TOTAL CANADA

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	59	130	301.13	462.00	175.00	312.00	312.00
B	WORD PROCESSING OPERATOR	118	441	344.05	525.00	212.00	337.00	362.00
C	WORD PROCESSING SPECIALIST I	111	293	366.83	525.00	195.00	362.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	85	122	402.70	575.00	287.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST	13	22	403.50	525.00	287.00	387.00	437.00
F	WORD PROCESSING TRAINER	19	20	454.60	900.00	312.00	412.00	412.00
G	PROOFREADER	18	32	380.00	575.00	262.00	387.00	387.00
H	WORD PROCESSING SUPERVISOR	104	116	474.74	900.00	262.00	462.00	487.00
I	WORD PROCESSING MANAGER	42	44	619.52	900.00	312.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	37	188	371.90	575.00	287.00	387.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	29	126	443.11	750.00	212.00	437.00	437.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	17	34	467.97	900.00	362.00	437.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	20	22	612.40	1,001.00	212.00	575.00	650.00
EE	STAFF ANALYST	11	13	622.92	1,001.00	262.00	575.00	750.00
J	INFORMATION MANAGER	24	24	765.29	1,001.00	462.00	750.00	1,001.00
	AVERAGE HRS/WK	36.7						
	COMPANIES RESPONDING	205						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

CALGARY

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	9	296.77	362.00	175.00	312.00	312.00
B	WORD PROCESSING OPERATOR	10	23	392.43	462.00	237.00	387.00	387.00
C	WORD PROCESSING SPECIALIST I	14	48	414.35	525.00	262.00	412.00	387.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	20	472.15	575.00	337.00	462.00	462.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	462.00	487.00	437.00	462.00	437.00
F	WORD PROCESSING TRAINER	3*	3	520.66	575.00	462.00	487.00	462.00
G	PROOFREADER	3*	5	444.60	575.00	387.00	387.00	387.00
H	WORD PROCESSING SUPERVISOR	8	8	562.25	750.00	462.00	525.00	462.00
I	WORD PROCESSING MANAGER	8	8	740.62	900.00	525.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	7	57	371.64	462.00	287.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	55	465.52	575.00	337.00	487.00	487.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	11	441.54	487.00	387.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	516.33	650.00	412.00	462.00	412.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	6	6	721.16	1,001.00	525.00	575.00	575.00
	AVERAGE HRS/WK	37.4						
	COMPANIES RESPONDING	19						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

MONTREAL

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	20	297.40	362.00	195.00	287.00	262.00
B	WORD PROCESSING OPERATOR	12	36	324.50	412.00	212.00	312.00	337.00
C	WORD PROCESSING SPECIALIST I	13	49	346.18	487.00	262.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	18	364.77	412.00	287.00	362.00	387.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	2*	2	431.00	525.00	337.00	487.00	337.00
G	PROOFREADER	2*	7	333.42	412.00	262.00	337.00	262.00
H	WORD PROCESSING SUPERVISOR	12	13	470.76	650.00	362.00	462.00	487.00
I	WORD PROCESSING MANAGER	3*	3	554.00	650.00	487.00	487.00	487.00
AA	ADMINISTRATIVE SECRETARY	1*	9	414.77	437.00	387.00	412.00	412.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	437.00	437.00	437.00	437.00	437.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	3	491.33	525.00	462.00	462.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
EE	STAFF ANALYST	1*	1	462.00	462.00	462.00	462.00	462.00
J	INFORMATION MANAGER	1*	1	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
	AVERAGE HRS/WK	36.2						
	COMPANIES RESPONDING	17						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

OTTAWA

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	312.00	312.00	312.00	312.00	312.00
B	WORD PROCESSING OPERATOR	9	21	320.33	437.00	262.00	312.00	337.00
C	WORD PROCESSING SPECIALIST I	7	16	354.18	437.00	312.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	8	374.50	412.00	337.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	2*	3	378.66	412.00	312.00	387.00	412.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	7	7	421.00	525.00	287.00	412.00	437.00
I	WORD PROCESSING MANAGER	4*	4	487.25	650.00	312.00	487.00	312.00
AA	ADMINISTRATIVE SECRETARY	2*	10	394.50	412.00	362.00	387.00	412.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	2	399.50	412.00	387.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	531.00	650.00	412.00	575.00	412.00
EE	STAFF ANALYST	2*	2	287.00	312.00	262.00	287.00	262.00
J	INFORMATION MANAGER	3*	3	796.00	1,001.00	487.00	750.00	487.00
	AVERAGE HRS/WK	36.8						
	COMPANIES RESPONDING	17						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	24	54	302.74	412.00	212.00	312.00	312.00
B	WORD PROCESSING OPERATOR	58	249	346.73	487.00	237.00	362.00	362.00
C	WORD PROCESSING SPECIALIST I	59	143	360.37	525.00	195.00	362.00	387.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	44	58	392.60	462.00	312.00	387.00	362.00
E	PHOTOTYPESETTING SPECIALIST	9	17	403.94	525.00	287.00	387.00	437.00
F	WORD PROCESSING TRAINER	7	7	440.57	487.00	362.00	437.00	437.00
G	PROOFREADER	8	14	379.00	525.00	312.00	387.00	387.00
H	WORD PROCESSING SUPERVISOR	58	68	466.16	650.00	262.00	462.00	437.00
I	WORD PROCESSING MANAGER	19	21	616.04	750.00	437.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	19	87	372.63	437.00	287.00	387.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	12	53	425.67	487.00	337.00	437.00	437.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	8	14	446.92	650.00	362.00	412.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	9	526.33	1,001.00	212.00	525.00	212.00
EE	STAFF ANALYST	4*	5	695.00	1,001.00	487.00	650.00	487.00
J	INFORMATION MANAGER	12	12	792.83	1,001.00	462.00	750.00	900.00
	AVERAGE HRS/WK	36.5						
	COMPANIES RESPONDING	106						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

WINNIPEG

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	10	284.50	337.00	212.00	287.00	287.00
B	WORD PROCESSING OPERATOR	5*	39	318.41	387.00	262.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	1*	3	370.33	387.00	362.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	3	362.00	462.00	312.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	374.50	387.00	362.00	362.00	362.00
F	WORD PROCESSING TRAINER	1*	1	387.00	387.00	387.00	387.00	387.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	2	443.50	525.00	362.00	487.00	362.00
I	WORD PROCESSING MANAGER	1*	1	487.00	487.00	487.00	487.00	487.00
AA	ADMINISTRATIVE SECRETARY	1*	2	374.50	412.00	337.00	387.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	212.00	212.00	212.00	212.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	593.50	750.00	437.00	650.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	37.2						
	COMPANIES RESPONDING	6						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

NON-METROPOLITAN
CANADA

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	16	36	306.19	462.00	195.00	312.00	312.00
B	WORD PROCESSING OPERATOR	24	73	349.84	525.00	212.00	362.00	362.00
C	WORD PROCESSING SPECIALIST I	17	34	362.38	525.00	287.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	15	417.86	575.00	337.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	337.00	337.00	337.00	337.00	337.00
F	WORD PROCESSING TRAINER	4*	4	515.25	900.00	362.00	387.00	362.00
G	PROOFREADER	4*	5	372.00	412.00	312.00	362.00	412.00
H	WORD PROCESSING SUPERVISOR	17	18	495.50	900.00	287.00	437.00	412.00
I	WORD PROCESSING MANAGER	7	7	614.14	900.00	412.00	575.00	575.00
AA	ADMINISTRATIVE SECRETARY	7	23	343.00	575.00	287.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	14	444.21	750.00	362.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	4	534.00	900.00	387.00	437.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	6	720.83	1,001.00	462.00	750.00	900.00
EE	STAFF ANALYST	3*	4	800.00	900.00	650.00	750.00	900.00
J	INFORMATION MANAGER	2*	2	568.50	650.00	487.00	575.00	487.00
	AVERAGE HRS/WK	36.9						
	COMPANIES RESPONDING	40						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

AEROSPACE INDUSTRY
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	27	272.18	462.00	237.00	237.00	237.00
B	WORD PROCESSING OPERATOR	13	142	366.61	525.00	212.00	312.00	525.00
C	WORD PROCESSING SPECIALIST I	18	124	381.66	575.00	287.00	362.00	437.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	16	34	445.52	900.00	312.00	437.00	487.00
E	PHOTOTYPESETTING SPECIALIST	1*	3	437.00	462.00	412.00	412.00	412.00
F	WORD PROCESSING TRAINER	3*	11	487.09	575.00	437.00	487.00	487.00
G	PROOFREADER	3*	4	493.50	575.00	437.00	487.00	437.00
H	WORD PROCESSING SUPERVISOR	13	32	506.00	1,001.00	312.00	487.00	487.00
I	WORD PROCESSING MANAGER	9	10	593.60	900.00	437.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	4*	525	335.79	525.00	212.00	337.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	33	504.30	575.00	437.00	487.00	525.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	11	510.00	650.00	412.00	487.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	3*	4	480.75	487.00	462.00	487.00	487.00
J	INFORMATION MANAGER	5*	5	855.20	1,001.00	575.00	900.00	900.00
	AVERAGE HRS/WK	40.1						
	COMPANIES RESPONDING	25						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

CHEMICAL/ALLIED PRODUCTS
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	9	256.44	287.00	212.00	237.00	287.00
B	WORD PROCESSING OPERATOR	12	28	287.89	337.00	237.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	16	47	352.70	525.00	237.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	24	379.29	525.00	262.00	362.00	287.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	3*	4	437.00	462.00	412.00	437.00	412.00
G	PROOFREADER	1*	1	387.00	387.00	387.00	387.00	387.00
H	WORD PROCESSING SUPERVISOR	12	12	447.50	525.00	337.00	462.00	487.00
I	WORD PROCESSING MANAGER	7	7	549.85	750.00	337.00	525.00	575.00
AA	ADMINISTRATIVE SECRETARY	5*	33	299.12	387.00	237.00	287.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	45	352.00	412.00	287.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	412.00	412.00	412.00	412.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST	1*	1	412.00	412.00	412.00	412.00	412.00
J	INFORMATION MANAGER	3*	3	746.00	1,001.00	487.00	650.00	487.00
	AVERAGE HRS/WK	38.4						
	COMPANIES RESPONDING	26						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

FOOD/TOBACCO
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	6	266.16	287.00	262.00	262.00	262.00
B	WORD PROCESSING OPERATOR	10	29	269.44	387.00	195.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	13	59	311.15	437.00	237.00	312.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	27	350.92	525.00	287.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	2*	5	382.00	437.00	312.00	387.00	412.00
F	WORD PROCESSING TRAINER	3*	3	320.33	387.00	287.00	287.00	287.00
G	PROOFREADER	4*	6	337.00	462.00	212.00	337.00	212.00
H	WORD PROCESSING SUPERVISOR	14	18	470.55	650.00	312.00	462.00	412.00
I	WORD PROCESSING MANAGER	6	6	560.16	900.00	312.00	525.00	312.00
AA	ADMINISTRATIVE SECRETARY	6	64	298.26	437.00	195.00	287.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	27	385.14	437.00	362.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	650.00	650.00	650.00	650.00	650.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	3	900.00	900.00	900.00	900.00	900.00
J	INFORMATION MANAGER	4*	4	678.25	1,001.00	437.00	650.00	437.00
	AVERAGE HRS/WK	39.7						
	COMPANIES RESPONDING	24						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

INSTRUMENTS
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	237.00	237.00	237.00	237.00	237.00
B	WORD PROCESSING OPERATOR	5*	11	337.00	387.00	237.00	362.00	387.00
C	WORD PROCESSING SPECIALIST I	4*	9	320.33	362.00	287.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	3	412.00	412.00	412.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	337.00	337.00	337.00	337.00	337.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	2	449.50	462.00	437.00	437.00	437.00
I	WORD PROCESSING MANAGER	1*	1	412.00	412.00	412.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	362.00	362.00	362.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
	AVERAGE HRS/WK	40.0						
	COMPANIES RESPONDING	8						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

MACHINERY
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	2	180.00	185.00	175.00	175.00	175.00
B	WORD PROCESSING OPERATOR	3*	5	230.20	267.00	195.00	195.00	195.00
C	WORD PROCESSING SPECIALIST I	3*	11	366.54	412.00	262.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	1	412.00	412.00	412.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	2*	5	412.00	427.00	362.00	412.00	412.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	3	362.00	362.00	362.00	362.00	362.00
H	WORD PROCESSING SUPERVISOR	3*	3	458.00	575.00	312.00	462.00	312.00
I	WORD PROCESSING MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	487.00	487.00	487.00	487.00	487.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
	AVERAGE HRS/WK	39.5						
	COMPANIES RESPONDING	5						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

PAPER/PAPER PRODUCTS
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	3	270.33	287.00	262.00	262.00	262.00
B	WORD PROCESSING OPERATOR	6	23	291.34	362.00	212.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	3*	13	296.61	337.00	287.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	12	357.83	387.00	337.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	2	412.00	412.00	412.00	412.00	412.00
G	PROOFREADER	1*	2	349.50	362.00	337.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	3*	7	467.42	575.00	412.00	437.00	412.00
I	WORD PROCESSING MANAGER	3*	3	691.66	750.00	575.00	650.00	750.00
AA	ADMINISTRATIVE SECRETARY	1*	65	335.07	362.00	312.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	7	362.00	362.00	362.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	3*	7	476.42	525.00	412.00	462.00	462.00
J	INFORMATION MANAGER	2*	2	950.50	1,001.00	900.00	900.00	900.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	8						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

PETROLEUM/COAL/RUBBER
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	6	270.33	287.00	237.00	262.00	287.00
B	WORD PROCESSING OPERATOR	17	40	356.70	525.00	262.00	337.00	387.00
C	WORD PROCESSING SPECIALIST I	28	78	349.02	525.00	262.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	21	32	388.18	575.00	312.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST	4*	5	367.00	412.00	337.00	337.00	337.00
F	WORD PROCESSING TRAINER	4*	4	437.00	487.00	412.00	412.00	412.00
G	PROOFREADER	4*	5	384.60	575.00	287.00	337.00	287.00
H	WORD PROCESSING SUPERVISOR	25	27	483.48	750.00	362.00	462.00	462.00
I	WORD PROCESSING MANAGER	14	14	607.00	900.00	412.00	575.00	750.00
AA	ADMINISTRATIVE SECRETARY	7	23	325.60	525.00	237.00	287.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	9	371.77	525.00	312.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	650.00	650.00	650.00	650.00	650.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	5*	8	671.75	900.00	462.00	575.00	900.00
J	INFORMATION MANAGER	5*	5	775.40	1,001.00	575.00	650.00	650.00
	AVERAGE HRS/WK	39.5						
	COMPANIES RESPONDING	41						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

PRINTING/PUBLISHING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	195.00	195.00	195.00	195.00	195.00
B	WORD PROCESSING OPERATOR	5*	11	275.63	337.00	212.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	6	13	288.92	362.00	212.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	7	394.14	462.00	287.00	387.00	462.00
E	PHOTOTYPESETTING SPECIALIST	7	19	421.21	487.00	287.00	437.00	437.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	2*	5	357.00	387.00	337.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	6	6	401.66	575.00	287.00	387.00	287.00
I	WORD PROCESSING MANAGER	7	7	499.71	650.00	362.00	487.00	487.00
AA	ADMINISTRATIVE SECRETARY	4*	13	308.15	337.00	287.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	2*	2	543.50	650.00	437.00	575.00	437.00
	AVERAGE HRS/WK	38.2						
	COMPANIES RESPONDING	17						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

TEXTILE/APPAREL
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	6	142.00	142.00	142.00	142.00	142.00
B	WORD PROCESSING OPERATOR	3*	13	267.76	362.00	137.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	5*	7	240.28	312.00	147.00	257.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	5	342.00	362.00	312.00	337.00	362.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	1*	1	525.00	525.00	525.00	525.00	525.00
I	WORD PROCESSING MANAGER	2*	2	387.00	387.00	387.00	387.00	387.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	38.0						
	COMPANIES RESPONDING	5						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

TRANSPORTATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	2	188.50	212.00	165.00	195.00	165.00
B	WORD PROCESSING OPERATOR	6	27	446.07	525.00	237.00	525.00	525.00
C	WORD PROCESSING SPECIALIST I	8	23	362.50	575.00	212.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	8	419.37	575.00	262.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	337.00	337.00	337.00	337.00	337.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	2*	3	370.33	387.00	337.00	362.00	387.00
H	WORD PROCESSING SUPERVISOR	6	6	508.16	650.00	287.00	575.00	575.00
I	WORD PROCESSING MANAGER	4*	4	537.25	750.00	412.00	487.00	412.00
AA	ADMINISTRATIVE SECRETARY	2*	3	328.66	337.00	312.00	312.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	412.00	412.00	412.00	412.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	750.00	750.00	750.00	750.00	750.00
EE	STAFF ANALYST	2*	2	612.50	650.00	575.00	575.00	575.00
J	INFORMATION MANAGER	2*	2	775.00	900.00	650.00	750.00	650.00
	AVERAGE HRS/WK	39.5						
	COMPANIES RESPONDING	12						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

INFORMATION SYSTEMS/PRODUCTS/MANUFACTURING/SALES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	17	257.23	312.00	155.00	237.00	312.00
B	WORD PROCESSING OPERATOR	25	54	301.61	412.00	212.00	287.00	262.00
C	WORD PROCESSING SPECIALIST I	25	37	354.27	575.00	237.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	14	363.78	487.00	287.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	287.00	312.00	262.00	287.00	262.00
F	WORD PROCESSING TRAINER	13	15	377.86	525.00	237.00	362.00	387.00
G	PROOFREADER	3*	3	370.33	462.00	287.00	337.00	287.00
H	WORD PROCESSING SUPERVISOR	18	20	430.25	575.00	312.00	412.00	525.00
I	WORD PROCESSING MANAGER	7	7	526.57	750.00	412.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	9	48	314.06	412.00	237.00	312.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	17	390.70	525.00	262.00	362.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	4	393.25	412.00	362.00	387.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	12	13	586.46	1,001.00	362.00	487.00	462.00
EE	STAFF ANALYST	6	7	562.28	750.00	412.00	525.00	412.00
J	INFORMATION MANAGER	8	9	733.55	1,001.00	362.00	650.00	1,001.00
	AVERAGE HRS/WK	39.6						
	COMPANIES RESPONDING	53						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

OTHER MANUFACTURING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	33	49	254.61	362.00	155.00	237.00	237.00
B	WORD PROCESSING OPERATOR	63	218	293.69	487.00	137.00	287.00	337.00
C	WORD PROCESSING SPECIALIST I	69	195	333.22	462.00	175.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	50	77	361.03	525.00	212.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	14	19	364.00	525.00	237.00	362.00	362.00
F	WORD PROCESSING TRAINER	12	16	416.75	575.00	287.00	412.00	412.00
G	PROOFREADER	11	14	344.14	487.00	212.00	387.00	387.00
H	WORD PROCESSING SUPERVISOR	51	53	434.49	900.00	287.00	412.00	362.00
I	WORD PROCESSING MANAGER	33	33	602.00	1,001.00	195.00	525.00	900.00
AA	ADMINISTRATIVE SECRETARY	18	178	337.2	900.00	212.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	13	39	450.48	487.00	312.00	487.00	487.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	7	630.42	1,001.00	362.00	487.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	9	13	530.61	650.00	437.00	525.00	525.00
EE	STAFF ANALYST	6	7	612.42	900.00	362.00	525.00	525.00
J	INFORMATION MANAGER	18	20	683.70	1,001.00	387.00	650.00	900.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	115						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

AGRICULTURE/FORESTRY
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE							
B	WORD PROCESSING OPERATOR	1*	1	237.00	237.00	237.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	2*	2	237.00	237.00	237.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	8	283.87	312.00	212.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	303.66	387.00	237.00	262.00	237.00
F	WORD PROCESSING TRAINER	1*	1	525.00	525.00	525.00	525.00	525.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	1*	1	312.00	312.00	312.00	312.00	312.00
I	WORD PROCESSING MANAGER	5*	5	332.00	387.00	287.00	312.00	287.00
		2*	2	493.50	575.00	412.00	525.00	412.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	26	261.03	362.00	137.00	262.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	10	284.50	337.00	262.00	262.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	487.00	487.00	487.00	487.00	487.00
EE	STAFF ANALYST	1*	1	650.00	650.00	650.00	650.00	650.00
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	39.8						
	COMPANIES RESPONDING	7						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

EDUCATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	34	62	206.72	362.00	137.00	195.00	195.00
B	WORD PROCESSING OPERATOR	71	217	239.63	412.00	137.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	77	209	277.00	462.00	185.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	56	93	322.48	462.00	212.00	312.00	337.00
E	PHOTOTYPESETTING SPECIALIST	16	23	307.65	437.00	212.00	312.00	237.00
F	WORD PROCESSING TRAINER	26	48	383.33	900.00	195.00	362.00	312.00
G	PROOFREADER	15	17	274.64	650.00	165.00	237.00	287.00
H	WORD PROCESSING SUPERVISOR	72	84	348.59	525.00	185.00	337.00	337.00
I	WORD PROCESSING MANAGER	47	47	467.21	1,001.00	237.00	437.00	462.00
AA	ADMINISTRATIVE SECRETARY	32	439	273.92	525.00	155.00	237.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	26	191	364.21	650.00	212.00	337.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	17	55	334.05	525.00	237.00	312.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	10	470.90	1,001.00	287.00	437.00	437.00
EE	STAFF ANALYST	5*	5	479.60	650.00	412.00	412.00	412.00
J	INFORMATION MANAGER	25	27	645.81	1,001.00	412.00	650.00	650.00
	AVERAGE HRS/WK	38.5						
	COMPANIES RESPONDING	164						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

FEDERAL GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	40	248.25	462.00	212.00	262.00	262.00
B	WORD PROCESSING OPERATOR	16	201	300.80	487.00	137.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	16	63	291.57	575.00	237.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	16	332.31	462.00	287.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	3*	3	345.33	387.00	312.00	312.00	312.00
G	PROOFREADER	3*	4	324.50	387.00	287.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	11	17	400.35	575.00	312.00	362.00	312.00
I	WORD PROCESSING MANAGER	8	9	488.55	750.00	337.00	387.00	337.00
AA	ADMINISTRATIVE SECRETARY	6	24	275.54	387.00	237.00	262.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	24	302.62	462.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	14	385.28	575.00	337.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	589.80	900.00	387.00	487.00	387.00
EE	STAFF ANALYST	5*	6	510.16	750.00	387.00	487.00	412.00
J	INFORMATION MANAGER	6	6	812.66	1,001.00	575.00	750.00	750.00
	AVERAGE HRS/WK	39.7						
	COMPANIES RESPONDING	25						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

STATE GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	17	31	220.48	312.00	142.00	212.00	212.00
B	WORD PROCESSING OPERATOR	32	120	261.30	387.00	165.00	262.00	287.00
C	WORD PROCESSING SPECIALIST I	29	106	298.95	437.00	185.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	30	56	314.67	462.00	237.00	312.00	262.00
E	PHOTOTYPESETTING SPECIALIST	9	12	287.00	387.00	212.00	262.00	262.00
F	WORD PROCESSING TRAINER	4*	11	302.90	412.00	237.00	262.00	262.00
G	PROOFREADER	5*	7	276.28	387.00	212.00	237.00	212.00
H	WORD PROCESSING SUPERVISOR	25	53	413.96	650.00	237.00	387.00	412.00
I	WORD PROCESSING MANAGER	26	27	474.70	1,001.00	287.00	437.00	337.00
AA	ADMINISTRATIVE SECRETARY	9	53	250.16	412.00	165.00	212.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	14	279.85	437.00	237.00	237.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	14	374.50	437.00	262.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	8	446.62	650.00	312.00	487.00	650.00
EE	STAFF ANALYST	8	10	519.90	650.00	412.00	525.00	525.00
J	INFORMATION MANAGER	6	6	798.00	1,001.00	487.00	750.00	750.00
	AVERAGE HRS/WK	39.0						
	COMPANIES RESPONDING	51						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

LOCAL GOVERNMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	19	30	259.20	362.00	155.00	262.00	262.00
B	WORD PROCESSING OPERATOR	29	120	275.75	387.00	212.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	42	124	306.03	412.00	147.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	30	64	296.37	437.00	212.00	287.00	212.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	330.75	362.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	8	8	321.37	412.00	237.00	337.00	237.00
G	PROOFREADER	3*	4	340.25	575.00	237.00	287.00	237.00
H	WORD PROCESSING SUPERVISOR	30	39	386.69	525.00	262.00	367.00	412.00
I	WORD PROCESSING MANAGER	26	27	459.81	750.00	287.00	437.00	337.00
AA	ADMINISTRATIVE SECRETARY	22	112	282.75	487.00	212.00	262.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	48	342.72	487.00	262.00	337.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	20	359.50	462.00	312.00	362.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	11	11	549.81	750.00	362.00	525.00	487.00
EE	STAFF ANALYST	11	26	574.38	750.00	237.00	575.00	650.00
J	INFORMATION MANAGER	21	30	664.20	1,001.00	362.00	650.00	575.00
	AVERAGE HRS/WK	38.8						
	COMPANIES RESPONDING	74						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

INSURANCE
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	65	198	235.52	337.00	137.00	237.00	237.00
B	WORD PROCESSING OPERATOR	116	494	270.00	525.00	137.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	124	466	297.86	750.00	155.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	102	184	340.00	462.00	165.00	337.00	362.00
E	PHOTOTYPESETTING SPECIALIST	21	37	315.13	462.00	165.00	312.00	312.00
F	WORD PROCESSING TRAINER	17	24	352.54	462.00	185.00	337.00	337.00
G	PROOFREADER	22	60	278.83	387.00	165.00	287.00	262.00
H	WORD PROCESSING SUPERVISOR	97	120	421.35	1,001.00	175.00	412.00	362.00
I	WORD PROCESSING MANAGER	80	87	526.24	900.00	212.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	12	61	274.60	650.00	185.00	262.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	35	355.97	750.00	262.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	9	381.44	412.00	312.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	10	567.30	900.00	362.00	525.00	412.00
EE	STAFF ANALYST	6	11	450.81	525.00	337.00	437.00	525.00
J	INFORMATION MANAGER	13	13	725.15	1,001.00	387.00	650.00	650.00
	AVERAGE HRS/WK	37.6						
	COMPANIES RESPONDING	159						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

INVESTMENT/BANKING/CREDIT AGENCIES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	62	100	225.22	312.00	142.00	212.00	212.00
B	WORD PROCESSING OPERATOR	130	426	258.54	525.00	142.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	121	403	300.91	525.00	185.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	92	163	332.30	750.00	185.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	9	16	310.43	437.00	262.00	287.00	287.00
F	WORD PROCESSING TRAINER	11	14	403.14	525.00	262.00	387.00	387.00
G	PROOFREADER	19	28	286.25	487.00	142.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	108	137	388.87	750.00	212.00	387.00	412.00
I	WORD PROCESSING MANAGER	87	91	460.79	1,001.00	262.00	437.00	525.00
AA	ADMINISTRATIVE SECRETARY	20	182	278.89	437.00	212.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	38	349.50	412.00	287.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	15	427.93	525.00	212.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	14	14	592.71	900.00	312.00	575.00	575.00
EE	STAFF ANALYST	9	15	528.86	750.00	337.00	462.00	462.00
J	INFORMATION MANAGER	18	18	683.33	1,001.00	362.00	650.00	650.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	184						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

CONSTRUCTION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	6	291.16	312.00	237.00	312.00	312.00
B	WORD PROCESSING OPERATOR	7	14	301.28	337.00	237.00	287.00	337.00
C	WORD PROCESSING SPECIALIST I	4*	12	357.83	412.00	287.00	387.00	412.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	11	391.54	462.00	337.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	4*	9	409.22	462.00	337.00	412.00	412.00
I	WORD PROCESSING MANAGER	3*	3	504.00	575.00	412.00	487.00	412.00
AA	ADMINISTRATIVE SECRETARY	1*	7	301.28	362.00	262.00	287.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	2	412.00	462.00	362.00	437.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	487.00	487.00	487.00	487.00	487.00
J	INFORMATION MANAGER	4*	4	615.50	900.00	462.00	525.00	462.00
	AVERAGE HRS/WK	40.0						
	COMPANIES RESPONDING	10						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

LEGAL SERVICES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	50	78	285.29	575.00	137.00	262.00	212.00
B	WORD PROCESSING OPERATOR	79	305	346.45	575.00	155.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	107	529	384.38	575.00	155.00	387.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	69	136	409.77	650.00	212.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	318.50	462.00	175.00	437.00	175.00
F	WORD PROCESSING TRAINER	16	21	463.90	575.00	362.00	462.00	462.00
G	PROOFREADER	24	108	311.50	575.00	195.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	97	134	481.42	750.00	212.00	487.00	525.00
I	WORD PROCESSING MANAGER	44	44	618.93	1,001.00	312.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	21	398	382.22	575.00	212.00	387.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	15	63	423.39	650.00	175.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	8	17	502.64	650.00	312.00	462.00	650.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	10	630.00	1,001.00	312.00	575.00	525.00
EE	STAFF ANALYST	5*	8	559.25	650.00	487.00	525.00	487.00
J	INFORMATION MANAGER	21	21	641.04	1,001.00	337.00	575.00	525.00
	AVERAGE HRS/WK	37.0						
	COMPANIES RESPONDING	153						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

MEDICAL CARE
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	14	36	239.72	412.00	175.00	212.00	212.00
B	WORD PROCESSING OPERATOR	29	123	268.53	575.00	195.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	36	137	299.77	437.00	212.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	18	24	337.00	462.00	212.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	274.50	312.00	237.00	267.00	237.00
F	WORD PROCESSING TRAINER	3*	3	395.33	412.00	387.00	387.00	387.00
G	PROOFREADER	2*	2	249.50	262.00	237.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	29	37	381.97	525.00	262.00	362.00	337.00
I	WORD PROCESSING MANAGER	31	31	498.93	650.00	362.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	14	111	310.64	437.00	237.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	26	310.07	437.00	237.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	8	390.12	487.00	312.00	362.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	9	433.00	575.00	337.00	387.00	337.00
EE	STAFF ANALYST	3*	5	459.80	525.00	362.00	487.00	525.00
J	INFORMATION MANAGER	4*	4	546.75	650.00	437.00	525.00	437.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	65						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ASSOCIATION
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	16	280.75	337.00	212.00	262.00	262.00
B	WORD PROCESSING OPERATOR	12	37	295.78	412.00	212.00	287.00	312.00
C	WORD PROCESSING SPECIALIST I	16	30	321.16	437.00	212.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	13	354.30	437.00	287.00	337.00	287.00
E	PHOTOTYPESETTING SPECIALIST	5*	8	337.00	437.00	237.00	337.00	337.00
F	WORD PROCESSING TRAINER	1*	2	437.00	437.00	437.00	437.00	437.00
G	PROOFREADER	4*	6	362.00	462.00	287.00	387.00	287.00
H	WORD PROCESSING SUPERVISOR	11	11	429.09	650.00	287.00	412.00	362.00
I	WORD PROCESSING MANAGER	9	9	580.44	750.00	412.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	3*	14	338.78	412.00	262.00	337.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	4	402.75	525.00	312.00	412.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	750.00	750.00	750.00	750.00	750.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	763.00	1,001.00	525.00	900.00	525.00
EE	STAFF ANALYST	2*	4	618.75	900.00	575.00	900.00	900.00
J	INFORMATION MANAGER	4*	4	703.25	1,001.00	412.00	650.00	412.00
	AVERAGE HRS/WK	36.7						
	COMPANIES RESPONDING	21						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

OTHER PROFESSIONAL SERVICES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	44	115	259.63	387.00	155.00	262.00	212.00
B	WORD PROCESSING OPERATOR	66	291	315.48	462.00	185.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	66	241	328.19	575.00	212.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	57	100	362.29	650.00	262.00	337.00	262.00
E	PHOTOTYPESETTING SPECIALIST	9	16	344.06	525.00	237.00	362.00	237.00
F	WORD PROCESSING TRAINER	13	18	382.16	650.00	262.00	387.00	387.00
G	PROOFREADER	28	66	277.80	437.00	185.00	262.00	185.00
H	WORD PROCESSING SUPERVISOR	45	55	465.81	900.00	212.00	462.00	525.00
I	WORD PROCESSING MANAGER	31	34	534.38	750.00	312.00	525.00	650.00
AA	ADMINISTRATIVE SECRETARY	33	142	309.19	462.00	185.00	337.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	18	73	379.01	525.00	212.00	362.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	17	535.82	650.00	437.00	525.00	575.00
DD	ADMINISTRATIVE SUPPORT MANAGER	11	12	565.41	900.00	362.00	525.00	525.00
EE	STAFF ANALYST	5*	10	553.60	650.00	262.00	650.00	650.00
J	INFORMATION MANAGER	29	34	647.44	1,001.00	387.00	575.00	650.00
	AVERAGE HRS/WK	38.3						
	COMPANIES RESPONDING	123						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

PUBLIC UTILITIES
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	18	71	273.97	387.00	212.00	262.00	287.00
B	WORD PROCESSING OPERATOR	32	139	307.50	487.00	212.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	35	237	366.67	462.00	195.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	27	249	410.75	525.00	287.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	7	9	416.22	525.00	312.00	412.00	412.00
F	WORD PROCESSING TRAINER	3*	6	403.66	487.00	312.00	387.00	387.00
G	PROOFREADER	8	13	362.00	437.00	237.00	362.00	437.00
H	WORD PROCESSING SUPERVISOR	34	58	504.50	650.00	337.00	525.00	525.00
I	WORD PROCESSING MANAGER	18	19	667.73	900.00	437.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	4*	105	328.42	487.00	237.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	21	367.95	487.00	362.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	2	412.00	437.00	387.00	412.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	9	672.22	900.00	525.00	575.00	525.00
EE	STAFF ANALYST	6	23	515.39	900.00	437.00	462.00	437.00
J	INFORMATION MANAGER	8	8	757.87	1,001.00	487.00	750.00	750.00
	AVERAGE HRS/WK	39.7						
	COMPANIES RESPONDING	57						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

RETAIL/WHOLESALE/IMPORT/EXPORT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	15	32	236.37	312.00	155.00	237.00	237.00
B	WORD PROCESSING OPERATOR	20	123	290.06	387.00	165.00	287.00	262.00
C	WORD PROCESSING SPECIALIST I	22	159	309.48	412.00	212.00	312.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	19	39	362.74	525.00	165.00	362.00	387.00
E	PHOTOTYPESETTING SPECIALIST	2*	3	210.66	262.00	175.00	185.00	175.00
F	WORD PROCESSING TRAINER	3*	5	327.00	412.00	237.00	287.00	287.00
G	PROOFREADER	4*	11	370.90	437.00	185.00	412.00	437.00
H	WORD PROCESSING SUPERVISOR	13	29	415.06	575.00	212.00	412.00	412.00
I	WORD PROCESSING MANAGER	15	15	524.00	650.00	387.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	6	10	237.60	375.00	155.00	165.00	165.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	6	272.50	312.00	175.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	608.33	1,001.00	337.00	462.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	336.00	487.00	185.00	462.00	185.00
EE	STAFF ANALYST	2*	2	456.00	525.00	387.00	487.00	387.00
J	INFORMATION MANAGER	6	6	685.50	1,001.00	412.00	650.00	650.00
	AVERAGE HRS/WK	38.7						
	COMPANIES RESPONDING	32						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

RESEARCH/ENGINEERING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	20	29	254.37	362.00	175.00	262.00	262.00
B	WORD PROCESSING OPERATOR	43	104	294.76	412.00	195.00	287.00	262.00
C	WORD PROCESSING SPECIALIST I	47	180	318.52	487.00	212.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	33	45	351.17	525.00	212.00	337.00	362.00
E	PHOTOTYPESETTING SPECIALIST	7	11	357.45	462.00	237.00	362.00	362.00
F	WORD PROCESSING TRAINER	5*	6	353.66	462.00	237.00	362.00	362.00
G	PROOFREADER	10	26	319.23	525.00	212.00	287.00	337.00
H	WORD PROCESSING SUPERVISOR	35	41	437.41	650.00	262.00	412.00	412.00
I	WORD PROCESSING MANAGER	16	16	568.62	750.00	412.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	15	48	333.10	525.00	212.00	337.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	15	55	374.07	525.00	237.00	387.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	7	465.71	650.00	362.00	412.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	6	589.33	900.00	437.00	487.00	462.00
EE	STAFF ANALYST	6	6	556.16	650.00	412.00	525.00	525.00
J	INFORMATION MANAGER	10	10	657.40	1,001.00	337.00	575.00	900.00
	AVERAGE HRS/WK	39.8						
	COMPANIES RESPONDING	63						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

INFORMATION MANAGEMENT
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	10	219.90	262.00	185.00	212.00	212.00
B	WORD PROCESSING OPERATOR	5*	13	279.30	362.00	237.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	7	16	357.31	437.00	237.00	362.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	7	394.14	462.00	337.00	362.00	337.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	437.00	437.00	437.00	437.00	437.00
F	WORD PROCESSING TRAINER	2*	3	370.33	462.00	287.00	337.00	287.00
G	PROOFREADER	5*	9	278.66	487.00	237.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	2*	2	418.50	575.00	262.00	525.00	262.00
I	WORD PROCESSING MANAGER	5*	5	477.20	650.00	362.00	437.00	362.00
AA	ADMINISTRATIVE SECRETARY	4*	12	297.41	387.00	212.00	287.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	9	389.77	487.00	312.00	362.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	399.66	525.00	312.00	337.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	518.50	750.00	287.00	650.00	287.00
EE	STAFF ANALYST	5*	6	432.83	487.00	362.00	437.00	462.00
J	INFORMATION MANAGER	3*	3	687.33	900.00	412.00	650.00	412.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	12						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

INFORMATION SERVICE BUREAU
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	12	19	197.52	287.00	137.00	195.00	195.00
B	WORD PROCESSING OPERATOR	11	43	226.95	287.00	175.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	8	18	299.05	462.00	185.00	287.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	7	11	333.63	525.00	212.00	312.00	212.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	387.00	387.00	387.00	387.00	387.00
G	PROOFREADER	2*	4	246.00	412.00	155.00	237.00	155.00
H	WORD PROCESSING SUPERVISOR	9	14	297.71	412.00	212.00	312.00	212.00
I	WORD PROCESSING MANAGER	11	15	513.20	1,001.00	262.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	2*	4	207.75	212.00	195.00	212.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	287.00	287.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	456.00	525.00	387.00	487.00	387.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	8	8	432.50	650.00	237.00	387.00	650.00
	AVERAGE HRS/WK	38.4						
	COMPANIES RESPONDING	27						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

OTHER NON-MANUFACTURING
(U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	55	110	234.54	362.00	137.00	237.00	237.00
B	WORD PROCESSING OPERATOR	117	427	297.90	650.00	165.00	287.00	312.00
C	WORD PROCESSING SPECIALIST I	114	310	323.31	575.00	185.00	312.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	72	108	362.57	650.00	185.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	20	36	340.36	525.00	195.00	337.00	312.00
F	WORD PROCESSING TRAINER	16	21	450.23	900.00	212.00	387.00	387.00
G	PROOFREADER	33	64	294.71	525.00	185.00	287.00	237.00
H	WORD PROCESSING SUPERVISOR	85	102	461.40	750.00	287.00	437.00	525.00
I	WORD PROCESSING MANAGER	62	63	526.34	900.00	287.00	525.00	575.00
AA	ADMINISTRATIVE SECRETARY	42	349	365.02	575.00	212.00	362.00	462.00
BB	SENIOR ADMINISTRATIVE SECRETARY	28	153	401.57	750.00	237.00	387.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	11	18	478.88	650.00	212.00	487.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	24	52	464.15	900.00	287.00	387.00	287.00
EE	STAFF ANALYST	15	22	541.27	900.00	312.00	525.00	525.00
J	INFORMATION MANAGER	35	36	629.06	1,001.00	262.00	575.00*	900.00
	AVERAGE HRS/WK	38.5						
	COMPANIES RESPONDING	197						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

AEROSPACE INDUSTRY
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	2	299.50	312.00	287.00	287.00	287.00
B	WORD PROCESSING OPERATOR	2*	10	339.50	387.00	287.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	4*	11	423.36	487.00	287.00	412.00	487.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	4	412.00	462.00	312.00	437.00	462.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	525.00	525.00	525.00	525.00	525.00
F	WORD PROCESSING TRAINER	1*	1	525.00	525.00	525.00	525.00	525.00
G	PROOFREADER	1*	1	362.00	362.00	362.00	362.00	362.00
H	WORD PROCESSING SUPERVISOR	2*	2	449.50	487.00	412.00	462.00	412.00
I	WORD PROCESSING MANAGER	2*	2	650.00	650.00	650.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
	AVERAGE HRS/WK	38.1						
	COMPANIES RESPONDING	4						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

CHEMICAL/ALLIED PRODUCTS
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	2	312.00	312.00	312.00	312.00	312.00
B	WORD PROCESSING OPERATOR	2*	3	337.00	337.00	337.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	3*	4	393.25	462.00	362.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	1	387.00	387.00	387.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	487.00	487.00	487.00	487.00	487.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	2	531.00	575.00	487.00	525.00	487.00
I	WORD PROCESSING MANAGER							
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	362.00	362.00	362.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	525.00	525.00	525.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	36.2						
	COMPANIES RESPONDING	4						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

FOOD/TOBACCO
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	2	337.00	337.00	337.00	337.00	337.00
B	WORD PROCESSING OPERATOR	4*	8	352.62	387.00	312.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	1*	1	387.00	387.00	387.00	387.00	387.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	2	424.50	437.00	412.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER	3*	3	508.00	650.00	412.00	437.00	412.00
H	WORD PROCESSING SUPERVISOR							
I	WORD PROCESSING MANAGER							
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	462.00	462.00	462.00	462.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	750.00	750.00	750.00	750.00	750.00
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	36.2						
	COMPANIES RESPONDING	4						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

MACHINERY
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	5	342.00	362.00	337.00	337.00	337.00
B	WORD PROCESSING OPERATOR	2*	6	374.50	412.00	337.00	387.00	337.00
C	WORD PROCESSING SPECIALIST I	1*	23	337.00	337.00	337.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	4	387.00	387.00	387.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	1*	1	437.00	437.00	437.00	437.00	437.00
I	WORD PROCESSING MANAGER							
AA	ADMINISTRATIVE SECRETARY	1*	1	437.00	437.00	437.00	437.00	437.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	462.00	462.00	462.00	462.00	462.00
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	36.8						
	COMPANIES RESPONDING	2						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

PETROLEUM/COAL/RUBBER
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	3	337.00	387.00	312.00	312.00	312.00
B	WORD PROCESSING OPERATOR	3*	11	409.72	462.00	387.00	387.00	387.00
C	WORD PROCESSING SPECIALIST I	3*	10	475.80	525.00	437.00	487.00	487.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	5	522.40	575.00	412.00	525.00	525.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	2*	2	506.00	575.00	437.00	525.00	437.00
G	PROOFREADER	1*	1	575.00	575.00	575.00	575.00	575.00
H	WORD PROCESSING SUPERVISOR	3*	3	683.33	750.00	650.00	650.00	650.00
I	WORD PROCESSING MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
AA	ADMINISTRATIVE SECRETARY	1*	18	423.11	437.00	387.00	437.00	437.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	30	525.13	575.00	487.00	487.00	487.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	750.00	750.00	750.00	750.00	750.00
J	INFORMATION MANAGER	2*	2	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
	AVERAGE HRS/WK	39.9						
	COMPANIES RESPONDING	5						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

PRINTING/PUBLISHING
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	262.00	262.00	262.00	262.00	262.00
B	WORD PROCESSING OPERATOR	3*	6	332.83	337.00	312.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I							
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR							
E	PHOTOTYPESETTING SPECIALIST	1*	5	337.00	387.00	287.00	312.00	287.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	2	481.00	525.00	437.00	487.00	437.00
I	WORD PROCESSING MANAGER							
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	487.00	487.00	487.00	487.00	487.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	462.00	462.00	462.00	462.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	35.3						
	COMPANIES RESPONDING	3						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

TRANSPORTATION
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	8	308.87	337.00	287.00	287.00	287.00
B	WORD PROCESSING OPERATOR	4*	22	372.22	437.00	287.00	387.00	287.00
C	WORD PROCESSING SPECIALIST I	2*	2	399.50	487.00	312.00	462.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	4	421.50	575.00	337.00	387.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	1*	1	412.00	412.00	412.00	412.00	412.00
I	WORD PROCESSING MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	1*	8	308.87	312.00	287.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	750.00	750.00	750.00	750.00	750.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	38.0						
	COMPANIES RESPONDING	5						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

INFORMATION SYSTEMS/PRODUCTS/MANUFACTURING/SALES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	8	327.62	462.00	287.00	312.00	287.00
B	WORD PROCESSING OPERATOR	5*	9	332.88	525.00	262.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	4*	8	357.37	525.00	287.00	337.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	5	419.60	575.00	337.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	3*	3	549.66	900.00	362.00	362.00	362.00
G	PROOFREADER	1*	1	337.00	337.00	337.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	4*	5	574.80	900.00	412.00	487.00	412.00
I	WORD PROCESSING MANAGER	2*	2	775.00	900.00	650.00	750.00	650.00
AA	ADMINISTRATIVE SECRETARY	4*	9	357.88	575.00	312.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	4	465.25	750.00	212.00	462.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	599.66	900.00	437.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	758.66	1,001.00	525.00	650.00	525.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	37.7						
	COMPANIES RESPONDING	9						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

OTHER MANUFACTURING
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	3	295.33	312.00	262.00	287.00	312.00
B	WORD PROCESSING OPERATOR	7	17	344.35	437.00	262.00	337.00	362.00
C	WORD PROCESSING SPECIALIST I	10	17	363.47	437.00	312.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	6	387.00	462.00	337.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	387.00	387.00	387.00	387.00	387.00
F	WORD PROCESSING TRAINER	1*	1	412.00	412.00	412.00	412.00	412.00
G	PROOFREADER	1*	2	374.50	412.00	337.00	387.00	337.00
H	WORD PROCESSING SUPERVISOR	5*	8	448.00	525.00	387.00	437.00	412.00
I	WORD PROCESSING MANAGER	6	6	577.00	650.00	412.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	3*	13	383.15	412.00	312.00	387.00	412.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	3	403.66	412.00	387.00	387.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	7	394.14	412.00	362.00	387.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	37.7						
	COMPANIES RESPONDING	17						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

EDUCATION
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	24	312.00	337.00	237.00	312.00	312.00
B	WORD PROCESSING OPERATOR	15	75	349.00	437.00	237.00	362.00	362.00
C	WORD PROCESSING SPECIALIST I	10	47	380.95	487.00	195.00	387.00	387.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	8	415.12	487.00	337.00	412.00	362.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	337.00	337.00	337.00	337.00	337.00
F	WORD PROCESSING TRAINER	7	8	413.62	525.00	312.00	412.00	412.00
G	PROOFREADER	1*	3	395.33	412.00	387.00	387.00	387.00
H	WORD PROCESSING SUPERVISOR	10	10	444.60	575.00	262.00	437.00	412.00
I	WORD PROCESSING MANAGER	4*	4	696.75	900.00	462.00	750.00	900.00
AA	ADMINISTRATIVE SECRETARY	7	87	365.44	462.00	287.00	387.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	67	416.47	437.00	337.00	437.00	437.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	12	448.50	525.00	387.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
EE	STAFF ANALYST	2*	3	766.66	900.00	650.00	650.00	650.00
J	INFORMATION MANAGER	3*	3	850.33	1,001.00	650.00	750.00	650.00
	AVERAGE HRS/WK	36.4						
	COMPANIES RESPONDING	23						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

FEDERAL GOVERNMENT
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE							
B	WORD PROCESSING OPERATOR	1*	2	337.00	337.00	337.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	1*	1	337.00	337.00	337.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	10	347.00	387.00	312.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	3*	6	395.33	412.00	362.00	387.00	412.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	1*	1	387.00	387.00	387.00	387.00	387.00
I	WORD PROCESSING MANAGER	4*	4	493.50	525.00	437.00	487.00	525.00
		1*	1	575.00	575.00	575.00	575.00	575.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	4	362.00	362.00	362.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	575.00	575.00	575.00	575.00	575.00
		1*	1	262.00	262.00	262.00	262.00	262.00
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	37.0						
	COMPANIES RESPONDING	6						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

PROVINCIAL GOVERNMENT
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	12	292.50	312.00	195.00	312.00	312.00
B	WORD PROCESSING OPERATOR	10	43	343.97	412.00	212.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	4*	15	377.00	387.00	362.00	387.00	387.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	3	387.00	387.00	387.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	362.00	362.00	362.00	362.00	362.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	2*	2	362.00	412.00	312.00	387.00	312.00
H	WORD PROCESSING SUPERVISOR	7	8	399.50	487.00	287.00	387.00	387.00
I	WORD PROCESSING MANAGER	3*	3	570.66	750.00	437.00	487.00	437.00
AA	ADMINISTRATIVE SECRETARY	3*	3	362.00	412.00	337.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	4	399.50	437.00	362.00	387.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	399.50	412.00	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	900.00	900.00	900.00	900.00	900.00
J	INFORMATION MANAGER	4*	4	634.25	750.00	487.00	650.00	650.00
	AVERAGE HRS/WK	36.3						
	COMPANIES RESPONDING	13						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
©1984 Association of Information Systems Professionals

LOCAL GOVERNMENT
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	6	341.16	362.00	312.00	337.00	362.00
B	WORD PROCESSING OPERATOR	2*	6	378.66	462.00	312.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	2*	6	441.16	462.00	337.00	462.00	462.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	1	487.00	487.00	487.00	487.00	487.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	437.00	437.00	437.00	437.00	437.00
G	PROOFREADER	1*	1	437.00	437.00	437.00	437.00	437.00
H	WORD PROCESSING SUPERVISOR	2*	2	637.50	750.00	525.00	650.00	525.00
I	WORD PROCESSING MANAGER							
		1*	4	387.00	387.00	387.00	387.00	387.00
AA	ADMINISTRATIVE SECRETARY	1*	1	462.00	462.00	462.00	462.00	462.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	650.00	650.00	650.00	650.00	650.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
		2*	2	900.00	900.00	900.00	900.00	900.00
J	INFORMATION MANAGER	35.6						
	AVERAGE HRS/WK	4						
	COMPANIES RESPONDING							

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

INSURANCE
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	14	257.57	312.00	175.00	262.00	262.00
B	WORD PROCESSING OPERATOR	10	35	319.14	437.00	237.00	312.00	287.00
C	WORD PROCESSING SPECIALIST I	10	23	334.82	412.00	287.00	337.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	10	394.50	437.00	312.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	2*	3	428.66	437.00	412.00	412.00	437.00
F	WORD PROCESSING TRAINER	1*	1	487.00	487.00	487.00	487.00	487.00
G	PROOFREADER	2*	2	418.50	525.00	312.00	487.00	312.00
H	WORD PROCESSING SUPERVISOR	10	11	483.72	650.00	387.00	462.00	437.00
I	WORD PROCESSING MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	1*	5	332.00	362.00	287.00	312.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	8	390.12	412.00	337.00	387.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	950.50	1,001.00	900.00	900.00	900.00
EE	STAFF ANALYST	2*	3	658.33	1,001.00	487.00	487.00	487.00
J	INFORMATION MANAGER	2*	2	825.50	1,001.00	650.00	900.00	650.00
	AVERAGE HRS/WK	36.4						
	COMPANIES RESPONDING	15						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

INVESTMENT/BANKING/CREDIT AGENCIES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	3	287.00	287.00	287.00	287.00	287.00
B	WORD PROCESSING OPERATOR	6	11	312.00	337.00	287.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	9	21	337.00	387.00	312.00	337.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	12	368.25	387.00	362.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	487.00	487.00	487.00	487.00	487.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	11	13	462.07	525.00	412.00	437.00	437.00
I	WORD PROCESSING MANAGER	3*	5	627.40	750.00	487.00	575.00	575.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	35.4						
	COMPANIES RESPONDING	12						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

LEGAL SERVICES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	4	280.75	337.00	237.00	287.00	237.00
B	WORD PROCESSING OPERATOR	6	11	332.45	487.00	237.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	8	22	396.13	525.00	337.00	387.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	4	449.50	462.00	412.00	462.00	462.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	1	362.00	362.00	362.00	362.00	362.00
H	WORD PROCESSING SUPERVISOR	8	8	506.00	650.00	362.00	487.00	437.00
I	WORD PROCESSING MANAGER	1*	1	437.00	437.00	437.00	437.00	437.00
AA	ADMINISTRATIVE SECRETARY	1*	2	462.00	462.00	462.00	462.00	462.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER	3*	3	650.33	1,001.00	650.00	750.00	650.00
	AVERAGE HRS/WK	36.7						
	COMPANIES RESPONDING	10						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

ASSOCIATION
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	2	337.00	337.00	337.00	337.00	337.00
B	WORD PROCESSING OPERATOR	2*	22	362.00	387.00	337.00	362.00	362.00
C	WORD PROCESSING SPECIALIST I	2*	3	378.66	387.00	362.00	362.00	387.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR							
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	4*	4	430.75	487.00	287.00	462.00	487.00
I	WORD PROCESSING MANAGER	2*	2	443.50	575.00	312.00	525.00	312.00
AA	ADMINISTRATIVE SECRETARY	1*	5	362.00	362.00	362.00	362.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	462.00	462.00	462.00	462.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	412.00	412.00	412.00	412.00	412.00
EE	STAFF ANALYST	1*	1	312.00	312.00	312.00	312.00	312.00
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	36.0						
	COMPANIES RESPONDING	5						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

OTHER PROFESSIONAL SERVICES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	8	318.25	362.00	212.00	337.00	337.00
B	WORD PROCESSING OPERATOR	7	68	334.42	387.00	237.00	362.00	362.00
C	WORD PROCESSING SPECIALIST I	7	10	362.00	437.00	287.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	7	397.71	437.00	312.00	412.00	437.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	437.00	437.00	437.00	437.00	437.00
F	WORD PROCESSING TRAINER	2*	2	399.50	462.00	337.00	437.00	337.00
G	PROOFREADER	3*	13	367.76	462.00	262.00	387.00	387.00
H	WORD PROCESSING SUPERVISOR	5*	9	448.11	487.00	362.00	462.00	462.00
I	WORD PROCESSING MANAGER	4*	4	546.75	650.00	487.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	3*	4	405.75	437.00	387.00	387.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	2	437.00	437.00	437.00	437.00	437.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	462.00	462.00	462.00	462.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	568.50	650.00	487.00	575.00	487.00
EE	STAFF ANALYST	1*	1	387.00	387.00	387.00	387.00	387.00
J	INFORMATION MANAGER	2*	2	575.00	575.00	575.00	575.00	575.00
	AVERAGE HRS/WK	36.9						
	COMPANIES RESPONDING	14						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

PUBLIC UTILITIES
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	8	330.75	412.00	287.00	287.00	287.00
B	WORD PROCESSING OPERATOR	6	35	377.00	437.00	337.00	362.00	337.00
C	WORD PROCESSING SPECIALIST I	3*	5	392.00	437.00	362.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	4	443.25	462.00	412.00	437.00	462.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	374.50	387.00	362.00	362.00	362.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	2	387.00	387.00	387.00	387.00	387.00
H	WORD PROCESSING SUPERVISOR	3*	3	545.66	750.00	362.00	487.00	362.00
I	WORD PROCESSING MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	1*	2	374.50	412.00	337.00	387.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	437.00	437.00	437.00	437.00	437.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	775.00	900.00	650.00	750.00	650.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
	AVERAGE HRS/WK	36.6						
	COMPANIES RESPONDING	7						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

RETAIL/WHOLESALE/IMPORT/EXPORT
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	4	232.75	312.00	195.00	212.00	212.00
B	WORD PROCESSING OPERATOR	3*	9	267.55	337.00	212.00	262.00	287.00
C	WORD PROCESSING SPECIALIST I	3*	8	315.12	337.00	262.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	3	362.00	412.00	287.00	362.00	287.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	2	424.50	437.00	412.00	412.00	412.00
I	WORD PROCESSING MANAGER	1*	1	575.00	575.00	575.00	575.00	575.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	650.00	650.00	650.00	650.00	650.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	35.0						
	COMPANIES RESPONDING	4						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

RESEARCH/ENGINEERING
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	5	317.00	337.00	287.00	312.00	312.00
B	WORD PROCESSING OPERATOR	7	13	354.30	387.00	287.00	362.00	362.00
C	WORD PROCESSING SPECIALIST I	5*	12	416.16	462.00	337.00	437.00	437.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	6	422.50	525.00	362.00	412.00	362.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	437.00	437.00	437.00	437.00	437.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	1	312.00	312.00	312.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	3*	3	483.00	575.00	412.00	437.00	412.00
I	WORD PROCESSING MANAGER	3*	3	608.33	650.00	525.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	1*	4	387.00	387.00	387.00	387.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	437.00	437.00	437.00	437.00	437.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK	37.0						
	COMPANIES RESPONDING	8						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

INFORMATION SERVICE BUREAU
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	6	257.83	287.00	212.00	262.00	262.00
B	WORD PROCESSING OPERATOR	1*	1	362.00	362.00	362.00	362.00	362.00
C	WORD PROCESSING SPECIALIST I	2*	7	283.42	287.00	262.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	6	341.16	362.00	337.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	2	474.50	487.00	462.00	462.00	462.00
I	WORD PROCESSING MANAGER							
AA	ADMINISTRATIVE SECRETARY	2*	10	407.00	437.00	337.00	412.00	412.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	412.00	412.00	412.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	3	491.33	525.00	462.00	462.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	750.00	750.00	750.00	750.00	750.00
J	INFORMATION MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
	AVERAGE HRS/WK	36.9						
	COMPANIES RESPONDING	6						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals

OTHER NON-MANUFACTURING
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	3	270.33	287.00	262.00	262.00	262.00
B	WORD PROCESSING OPERATOR	11	23	319.60	462.00	262.00	312.00	337.00
C	WORD PROCESSING SPECIALIST I	9	18	337.00	412.00	287.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	12	382.83	487.00	337.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	412.00	412.00	412.00	412.00	412.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	7	7	510.57	575.00	412.00	525.00	525.00
I	WORD PROCESSING MANAGER	4*	4	675.00	750.00	650.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	4*	9	325.88	362.00	287.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	2	456.00	525.00	387.00	487.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	387.00	387.00	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	7	422.85	900.00	212.00	387.00	212.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	2*	2	474.50	487.00	462.00	462.00	462.00
	AVERAGE HRS/WK	36.2						
	COMPANIES RESPONDING	20						

*Small samples produce less significant data.
MEDIAN: Middle occurrence
MODE: Most frequent occurrence
© 1985 Association of Information Systems Professionals